



HR Practices and Business processes during Lockdown from a Tvet perspective

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Recruitment & Selection.

- **Job Applications:**
 - Change from manual applications to email and online applications.
(P-Net system and email applications)
- **Interviews:**
 - **Physical interviews changed to virtual interviews.**
(interviews conducted online limiting physical contact)
- **Appointments:**
 - Appointments captured remotely through the use of VPN's.
 - Additional staff members hired as Front liners for screening and Cleaning.

Recruitment & Selection.

- **Personnel Management:**

- Attendance Register Management was a challenge as staff worked remotely.
- Couldn't monitor staff attendance effectively.
- Clocking system could not be used due to Covid-19

- **Performance Management:**

- Staff or individual Performance could not be monitored effectively.
- No system was put in place to ensure maximum performance management.

Recruitment & Selection.

- **Staff Return to Work:**
 - Staff could not easily adjust to return to work regulations as per adjust alert levels of Covid-19 due to anxiety.
 - Management of Staff with Comorbidities.
 - Provision of tools of trade for staff with chronic illnesses was a challenge but had to be done especially for staff in critical areas.

Recruitment & Selection.

- **Challenges:**

- System Compatibility.

Large files sent by applicants resulting in rejections by the system.
Incomplete applications sent.

- Virtual Interviews:

Connectivity challenges.
Data Challenges.
Time Consumption.
Possibility of process being flawed.

- Leave Management:

Leave accruals are affected.
Abuse of sick leaves (Covid-19 Symptoms, Quarantine, Isolation)

Recruitment & Selection.

- **Acknowledgements and Recommendations:**
 - Going online reduced manual operations (paperless).
 - TVET is now approaching or aligning with 4IR.
 - VPN Access be expanded to all Units or Sections to allow off site use of the system.
 - Online Leave Application be introduced.



THANK YOU!!

ENKOSI!!