



**Hengyi Industries Sdn Bhd**  
**恒逸实业（文莱）有限公司**

HYBN-T9-11-0012-2025

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## **No.2 Refinery Dept. Competitive Recruitment Policy**

### **炼油二部岗位竞聘管理细则**

Issued Date: October 2025

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## **Version Information    版本信息**

### **1.    Version 1    第一版**

**Version 1 was released on 01st September, 2025.**

第一版发布时间为 2025 年 09 月 01 日。

### **2.    Version 2    第二版**

**This edition is Version 2, released on 01<sup>st</sup> October 2025, while Version 1 is rendered void.**

此版本为第二版，于 2025 年 10 月 01 日发布并实施，同时废止第一版。

	<b>Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司</b>				
	<b>No.2 Refinery Dept. Competitive Recruitment Policy 炼油二部岗位竞聘管理细则</b>				
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## 1. Purpose 目的

To ensure that the promotion pathway for employees of No.2 Refinery Department is fair, equitable, transparent, and open, while also fostering employees' intrinsic motivation, encouraging them to continuously enhance their capabilities and strive for progress, these detailed rules are hereby formulated.

为保障炼油二部员工岗位晋升通道公平、公正、透明、开放，同时激发员工的内在动力，促使他们不断提升自身能力，积极进取，特制定本细则。

## 2. Scope of Application 使用范围

This specification applies to positions of main field operator and above in No.2 Refinery Department.

本规范使用于炼油二部外主操及以上岗位。

## 3. Terms and Definitions 术语和定义

**Position Competition:** Refers to the process in which the organization selects suitable personnel to serve as main field operator and above through a series of procedures, including open registration, qualification review, competitive presentations, and comprehensive evaluation, allowing eligible personnel to compete for the position.

**岗位竞聘:** 指组织为选拔合适人员担任外主操及以上岗位，通过公开报名、资格审查、竞聘展示、综合评审等一系列程序，让符合条件的人员竞争上岗的过程。

## 4. Management Responsibilities 管理职责

No.2 Refinery Department is the competent authority for the 《Post Competition Management Rules》. Responsible for the formulation and revision of this document, review, as well as guiding and standardizing its implementation within the department. Also, responsible for inspecting the execution of these rules and conducting related assessments.

炼油二部是《炼油二部岗位竞聘管理细则》的归口管理部门，负责该细则文件制（修）订编、审查，指导、规范本部门执行本细则，负责检查细则的执行和考核。

## 5. Management Content 管理内容

## 5.1 Position Requirement 岗位需求

When a Level 3 or above position (e.g., Main Field Operator, Main Panel Operator, Deputy Shift Leader, Shift Leader, Engineer, Senior Engineer, etc.) becomes vacant or a new position is added, in principle, a position competition shall be organized internally within the department.

当3级及以上岗位（例如：外主操、内主操、副班长、班长、工程师、主任工程师等）空缺或新增岗位时，原则上需在部门内部组织岗位竞聘。

## 5.2 Position Competition Announcement 竞聘公告

5.2.1 Based on the approval of Human Resources Department, the No.2 Refinery Department shall issue the 《Position Competition Announcement》 through channels such as department's webpage and WeChat work groups.

根据公司人力资源部审批意见，炼油二部以部门网页、微信工作群等渠道发布《竞聘公告》。

5.2.2 《Position Competition Announcement》 shall include the following information:

《竞聘公告》应当包含以下内容：

- 1) Name of the position for competition 竞聘岗位名称
- 2) Qualifications and main responsibilities of the position 竞聘岗位任职条件及主要职责
- 3) Application channel and deadline 申请竞聘通道及截止日期

## 5.3 Methods of Participation in the Competition 参聘方式

5.3.1 Participants in the position competition are mainly generated through two methods:

参与竞聘的人员主要通过部门推荐和员工申请两种方式产生

5.3.1.1 Department Recommendation: Candidates are recommended by department management personnel.

部门推荐：由部门管理人员推荐参选人员

5.3.1.2 Employee Application: Employees fill out the application form themselves and submit it to the department for review.

员工申请：由员工本人填写申请表，提报部门审核。

## 5.4 Qualification Review 资格审查

5.4.1 Qualifications of candidates shall be reviewed, including work resume, educational background, rewards and penalties in the past three years, performance evaluations, training records, and other relevant information.

需对竞聘人员的资格进行审查，包括：工作简历、学历，近三年的奖惩记录、绩效考核、培训记录等。

5.4.2 Conduct a comprehensive assessment of the applicants' overall competence: compare the applicants' current qualifications and conditions with the requirements of the position; if necessary, conduct in-depth evaluations within the relevant shift team.

对申请人进行综合素质测评：将申请人现实条件与竞聘岗位任职要求进行对照，必要时，深入相关班组考察。

5.4.3 Qualification Review Announcement: Publish the results to all employees through the department webpage, WeChat work group, or other channels. The announcement period shall be 1-3 working days. If any employee raises an objection and it is verified, the candidate's eligibility may be revoked.

资格审查公示：通过部门网页、微信工作群等向全体员工公示，公示时间为 1-3 个工作日。如有员工提出异议，经核实后，可取消竞聘人资格。

5.4.4 The evaluation team shall be composed of department leaders, professional engineers of the unit, and skilled operator representatives (elected annually by voting, with the number of representatives accounting for 10-15% of the total number of employees in the unit).

由部门领导、所在装置专业工程师、技能操作人员代表（每年投票选举，人数按所在装置员工总人数的 10%-15%）组成考评组。

## 5.5 Organization of Assessment 组织考核

5.5.1 Candidates who meet the competition qualifications shall undergo an organized assessment. The assessment includes a written test and an interview, focusing on the candidate's job competency, work attitude, communication and collaboration skills, and execution capability. A final assessment report shall be prepared based on the results.

对符合竞聘资格的候选人进行组织考察，考察内容：笔试+面试，重点考察竞聘人员的岗位胜任能力、工作态度、沟通协作能力和执行力等，最终形成考察报告。

5.5.1.1 The department shall prepare the written examination papers for the competitive recruitment positions and organize the candidates to take the exam in a unified manner.

Based on the written test results, candidates will be shortlisted for the interview stage at a ratio not exceeding three times the number of available positions.

部门编制竞聘岗位考核试卷，统一组织竞聘人员进行考试。根据笔试成绩，按不超过竞聘岗位数的 3 倍比例确定进入面试环节的人员。

5.5.1.2 The interview panel shall consist of department leaders, professional engineers from relevant unit, and Skilled operator representatives (elected annually by vote, with the number of representatives accounting for 10-15% of the total employees in the unit). The interview process includes self-introductions by the candidates, work ideas, and questions from the interview panels.

面试人员由部门领导、所在装置专业工程师、技能操作人员代表（每年投票选举，人数按所在装置员工总人数的 10%-15%）等组成。面试流程包括竞聘人员个人介绍、工作想法、评审提问等组成。

5.5.1.3 Each evaluator shall grade anonymously. The final interview score will be compiled based on the following weighting: department leaders 40%, professional engineers of relevant unit 30%, and skilled operator representatives 30%.

各考评人员进行匿名打分，最终按照部门领导 40%、所在装置专业工程师 30%，技能操作人员代表 30%比例汇总形成最终面试成绩。

## 5.6 Competitive Recruitment Results and Announcement 竞聘结果及公示

5.6.1 After the interview, the department shall determine the selected candidates based on interview results along with their daily work performance.

面试结束后，部门根据面试成绩并结合日常工作表现择优确定聘用人选。

5.6.2 The competitive recruitment results shall be announced for a period of 5 working days. The method, scope, and standards of the announcement shall be consistent with those used for the qualification review results.

竞聘结果公告时间为 5 个工作日，公告方式、范围及标准与资质审查结果公告一致。

5.6.3 The final results shall be reported to the Human Resources Department of the company.

将最终结果上报公司人力资源部。

## 5.7 Others 其他

5.7.1 When no one applies for a competitive recruitment position by the announcement deadline, or when all applicants fail to meet the requirements, the following measures shall be taken:

当竞聘岗位在公告截止日无人报名或报名人均不满足要求时，采用以下方式进行：

5.7.1.1 The department shall directly assign a person to act in the position temporarily and reorganize an internal recruitment at an appropriate time.

由部门直接指定人员代理，并择机重新组织内部竞聘。

5.7.1.2 If no internal employee is qualified for the position, external recruitment shall be conducted through public recruitment channels.

如果部门内部员工无法胜任时，则通过公开招聘渠道进行外聘。

## 6. Inspection and Supervision 检查与监督

No.2 Refinery Department shall incorporate the performance and job execution of newly appointed personnel through competitive recruitment into performance management, and conduct regular inspections and evaluations.

炼油二部将新竞聘上岗人员的使用和工作履职情况纳入绩效管理，定期进行检查和考核。

## 7. Related Procedures and Records 关联程序和记录

7.1 Related Procedures 关联程序

None

无

7.2 Related Records 关联记录

7.2.1 HYBN-T7-11-0011-2025 No.2 Refinery Dept. Job Application Form Template

HYBN-T7-11-0011-2025 炼油二部岗位竞聘申请表模板

7.2.2 HYBN-T7-11-0012-2025 No.2 Refinery Dept. Job Interview Evaluation Form Template

HYBN-T7-11-0012-2025 炼油二部岗位竞聘面试评分表模板

7.2.3 HYBN-T7-11-0013-2025 No.2 Refinery Dept. Job Interview Comprehensive Evaluation Form Template

HYBN-T7-11-0013-2025 炼油二部岗位竞聘面试综合评价表模板

8. Supplementary Provisions 附则

8.1 This specification is under the centralized management of No.2 Refinery Department.

本规范由炼油二部归口管理。

8.2 Drafting Department of this specification: No.2 Refinery Department.

本规范起草部门：炼油二部。

8.3 The right of interpretation of this specification belongs to No.2 Refinery Department.

本规范解释权归炼油二部拥有。

8.4 The version preparation and approval details of this specification are shown in Table 1.

本规范版本编制和审批情况见表 1：

Table 1 Document Version Preparation and Approval Records

表 1 文件版本编制和审批情况

2	2025/10/01	Zhao Lixia 赵利霞	Yang Fan、A Dili·Bu Libuli、Sun Weifeng 杨帆、阿地里·布力布力、孙伟锋	Yang Shihai 杨仕海
Version 版本	Date Issued 颁布日期	Prepared By 编制人	Reviewed By 审核人	Approved By 批准人