
Point System for Recruitment of Foreign Workers

January, 2017



Ministry of Employment
and Labor



한국산업인력공단
HUMAN RESOURCES DEVELOPMENT SERVICE OF KOREA

Announcement on Implementation of Point System for Recruitment of Foreign Workers

Ministry of Employment and Labor in Korea (MOEL) and Department of Labor and Employment announce implementation of point system for recruitment of foreign workers, scheduled to launch this year.

Point system takes different road with EPS-TOPIK based recruiting to comprehensively examine a person with their skills, physical condition, experiences including but not limited to their ability for Korean. Specifically, on the physical conditions, Applicants with color blindness, color weakness are not permitted to pass the point system based test. Also, applicants with any physical handicaps such as the slipped disc, finger amputation cannot pass the point system.

In the Recruitment Point System, candidates will be selected in order of highest score. To pass the first round, a candidate has to get at least the designated points (40points). After that, at most 200% of the expected number of final passers of the point system will be selected in order of highest score by industries to take the second round.

Passers at the first round of test will get a chance to take the second round of test which consists of Skills test and Competency test. In the second round the scores of these two tests will be added up. Considering the accumulated point, the candidates within the expected number of selections will be selected to pass the point system in the order of the highest scores.

In the second round of the test, the candidates who have work experiences in the chosen industry, national certificates corresponding to the chosen industry, and training course completions related to the chosen industry must submit documentary evidence for the Competency test. Also all passers of first round must take Skills test. The candidates who do not take Skills test will not pass the point system.

Candidates must check their physical states in terms of the color weakness and the color blindness to apply the first round of the test, EPS-TOPIK.

Furthermore, the candidates found to have color blindness or color weakness in Skills test, will not pass the point system. If a candidates is judged to be unable to work in the applied industry, the candidate also could be excluded.

HRD Korea will make it easier for workers to be recruited in Korean companies by advertising its Point system to Korean employers. In the meantime, we will anticipate your active cooperation on implementing the point system.

January 17, 2017

Supervised by the Ministry of Employment and Labor(MOEL) of Republic of Korea

Administrated by : Human Resources Development service of Korea(HRD Korea)

Cooperated by : Department of Labor and Employment

What is Recruitment Point system of foreign workers?

1 Objectives

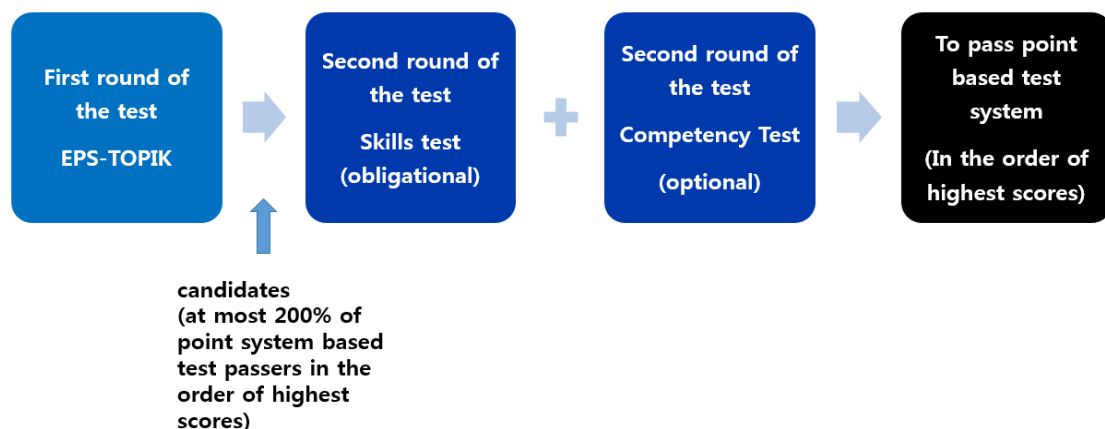
○ Current system allows only passers of EPS-TOPIK constitute valid roster, which has not contained various elements of the person, for example their capability of task completion, physical condition and experiences that Korean employers want are dismissed

- **Current system limits the potential candidates whose Korean ability is low but their competency for the job has been known great.**

○ To overcome this limit, HRD Korea designed the new system for evaluating employees comprehensively by not only Korean ability but also by their physical ability, level of competence and job experiences.

- The system will support employers to hire the right person, providing them information of various aspects of the job seeker to be hired including their EPS TOPIK results, Skills test, Training course completions, national certificates, and job experiences.

- The system will broaden its range for the recruitment by giving chances to the people who has low ability for Korean but with plenty of job experiences and dedication for the job.



2 What Constitutes Recruitment Point System for Foreign Workers?

- **Recruitment procedure:** ① 1st round of test(EPS-TOPIK) → ② 2nd round of test (Skills test + Competency test) → ③ Adding up score
- **The way to decide final passer :** Passers will be decided by added up score (highest first)

< Point distribution by industries >

Industry	Total Score	EPS-TOPIK	Skills test	Competency test (Additional Score)		
				Work Experiences (one year or more)	Completed a vocational training course (120H or more)	One who has a government issued certificate
Manufacture	200pts	100pts	100pts	3pts	1pts	1pts

3 1st round of test(EPS-TOPIK)

- **Test duration(Questions) :** (PBT)70mins [Reading (25 questions) 40mins, Listening (25 questions) 30 mins]
(CBT) 50mins [Reading (20 questions) 25mins, Listening (20 questions) 25 mins]
- **Format of Test**
- Multiple choice questions, Listening will follow right after Reading section
- **Point distribution :** 100 points (2 pts per a question)
- **The passers for the EPS-TOPIK:** The number of passers in each industry will be within 200 percent of the expected number of final passers. (One should get at least 40 points)
- * The number of 1 round passers can be adjusted according to the number of expected number of point system based test passers.

4 2nd round of test(Skills test+Competency test)

1. Skills test

- **Industries which require Skills Test : Manufacture**
- Three parts (① Physical strength, ② Interview, ③ Basic skills) constitute the test.
- **Points distribution**

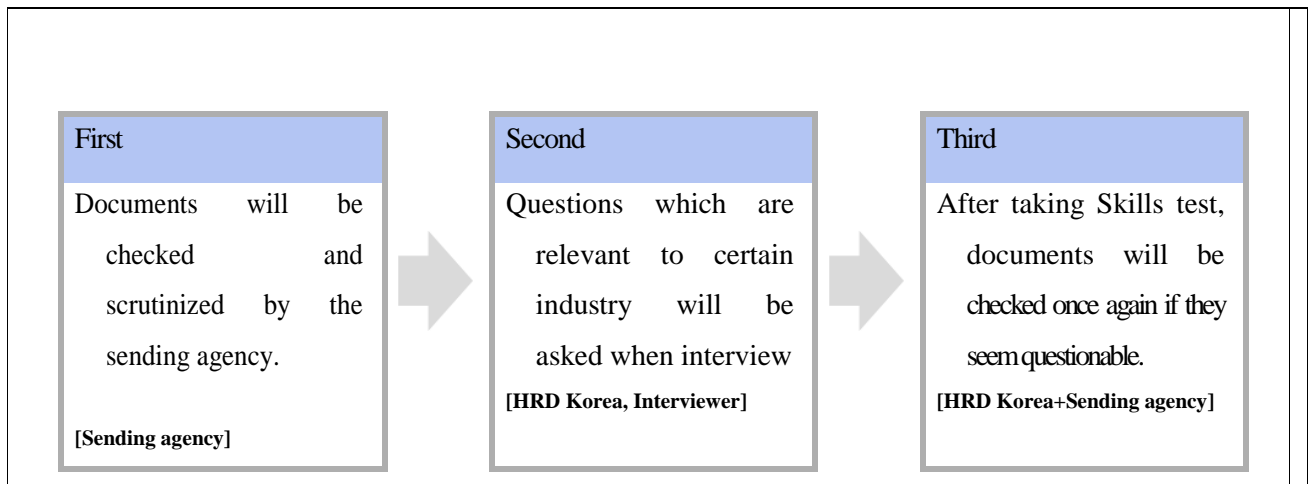
Industry	Total	Skills test		
		Physical strength	Interview	Basic skills
Manufacture	100	30	30	40

2. Competency test

- **Target (EPS-TOPIK passer):** The test will be eligible for first round passers who have work experiences in the chosen industry, national certificates corresponding to the chosen industry, and training course completions related to the chosen industry
 - One can find the formats needed for Competency test on the webpage of the sending agency or the registration desk. Please fill in the formats and submit the documents to verify relevant job experience, certificate of course completion and national certificates.
- * If one has never got any training, certificates, job experiences, the candidate should not submit any document because the candidate is not required to take Competency test.
- **Due date:** Until the last day of application period of the 2nd round test.

3. Verification Process of the Documents Submitted for the Competency Test

- When a candidate submits the counterfeited documents, the test result of the candidate will be invalidated and the candidate will be eliminated in the list. Also the candidates will be forbidden to apply any EPS related tests in the following two years and will be accused.



I

1st Round of Test (EPS-TOPIK)

The Schedule of 1st Round of Test (EPS-TOPIK)

- Announcement on the 1st Round of Test: 17 January (Tue)
- Registration Period (4 DAYS via ONLINE) for the 1st Round of Test: 31 January (Tue) ~ 3 February (Fri)
- Announcement of Test Date, Place & Method: 17 March (Fri)
- Actual Test via PBT: 25 March (Sat) ~ 26 March (Sun)
- Actual Test via CBT: 3 July (Mon) ~ 31 July (Mon) / *May be changed*
- Announcement of Passers via PBT: 7 April (Fri)
- Announcement of Passers via CBT: 11 August (Fri)

1. The Expected Number of First Round Passers

Industry	Points distributed for EPS-TOPIK	The expected number of 1 st round passers	The number of 2 nd round passers (to be on the valid roster)	Standards
Manufacturing	100 points	To be announced after quota decided	To be announced after quota decided	To pass the first round, a candidate has to get more than the designated points (40 points). After that, at most 200% of candidates in terms of the valid roster will be selected in order of highest score by industries.

2. Industries & Subcategories

- A candidate should select one industry and one subcategory. One cannot change the determined industry after the Announcement of test result of EPS TOPIK. (Subcategory can be changed in the 2nd round application period.)

-Subcategories of Manufacturing: (1) Assemble (2) Measure (3) Join

- A candidate is qualified for just one application. Duplications in application is prohibited.

3. Qualifications

- ① Person aged between 18 and 38 (Person born between Feb 1, 1978 ~ Jan 31, 1999)
- ② Person who has not been convicted of imprisonment or heavier punishment
- ③ Person who have no record of deportation or departure orders from the Republic of Korea
- ④ Person who is not restricted from departure of home country
- ⑤ Person who has no color blindness and color weakness

- ⑥ Person who has no physical handicaps such as the slipped disc or finger amputation

4. Registration for EPS-TOPIK

A. Registration Period (4 DAYS): 31 January (Tues) ~ 3 February (Fri)

○ Period:

January 31-1-2 – February 3 – Male Applicants

February 3 – Male and Female Applicants may register

(However, Male Applicants are preferred due to the nature of work)

Presently, POEA has 2,000 Female Jobseekers in the roster.

Allowed registrants per day: 7,500 or a maximum of 30,000 for four (4) days

○ Time: From 6:00 AM to 8:00 PM

B. Method: Online (www.poea.gov.ph)

1. Create an EPS-TOPIK Registration Account
2. Check the email you provided
3. Click the link to activate your account in your email
4. Complete the registration form and then click "Submit"
5. Your application is now for evaluation. Please check your email for the status of your registration.
6. Login to your EPS-TOPIK Registration Account. If your registration has been approved, click "proceed to payment".
7. Type the required information in the payment form
8. Wait for payment confirmation. Message, "You are now registered"
9. Print your test permit on the scheduled date.

C. Required documents

1. Passport (validity should not be earlier than January 2018)

2. Clear copy of scanned passport
3. Clear recent colored ID picture with dark blue background and name tag: (Last Name, First Name, Middle Initial, Suffix in capital letters), size: 3.5 cm X 4.5 cm

- ① **Application form**

- ※ One who needs to submit documents for Competency test needs to get a form (from sending agency homepage or in a registration desk) in advance so that he/she can submit it within the 2nd round application period.

- ② **A copy of passport**

- ※ A copy of passport is required to be attached on the application form.
- ※ It is preferable to attach a copy of passport with your name written in English.
- ※ If an applicant's personal information on the passport does not match the same as the one on the application form, their entry to Korea is not permitted in any case, and the applicant is fully responsible for any problem caused by the differences in their personal information. Therefore, applicants are strongly advised to get their passport before registration.
- ※ We will use the personal information (name, date of birth, and gender) written on the application form and the applicant's photo attached on the application form for their future employment in Korean, and these are not changeable in any case.

- ③ **2 photographs of 3.5 x 4.5cm (taken within 3 months)**

- ※ If one cannot be identified with passport, he/she will not be able to take the test.

- ④ **Receipt of test fee**

d. Test fee: **24 USD** (Php **1,196**)

※ If an applicant has unavoidable reasons to cancel his/her registration during registration period, the applicant can get a full refund (However, once it is cancelled, re-application is not allowed)

5. Announcement of Test Date, Place & Method of 1st Round: 17 March (Fri)

- **Method** : ① www.poea.gov.ph

② <http://epstopik.hrdkorea.or.kr>

6. The Outline of 1st Round

A ▪ Actual Test via PBT: 25 March (Sat) ~ 26 March (Sun)

▪ Actual Test via CBT: 3 July (Mon) ~ 31 July (Mon) / *May be changed*

(The test dates are flexible according to the total number of applicants. To know individual test date, please check homepage of POEA, and <http://epstopik.hrdkorea.or.kr> on 17 March (Fri).)

B. Method of test: PBT/CBT

C. Test Duration

- PBT-

Test session	Orientation for test takers	Duration	
		Reading	Listening
1 st session	09:00~10:00	10:00~10:40(40m)	10:40~11:10(30m)
2 nd session	13:00~14:00	14:00~14:40(40m)	14:40~15:10(30m)

*Test takers must take a seat at least in 09:00 and 13:00 for each session.

*The details on the test sessions and test duration can be varied according to the circumstances.

- CBT -

Test session	Orientation for test takers	Duration	
		Reading	Listening
1 st session	09:20~10:00	10:00~10:40(40m)	10:40~11:10(30m)
2 nd session	12:20~13:00	13:00~13:40(40m)	13:40~14:10(30m)
3 rd session	14:20~15:00	15:00~15:40(40m)	15:40~16:10(30m)

D. Test Structure & Criteria for EPS-TOPIK

	Category	Number of questions	Total Points	Duration
			Manufacture	
PBT CBT	Reading	25	100pts	40 mins
	Listening	25		30 mins
	Total	50	100pts	70 mins

- (Test Structure) ① Multiple-choice questions, ② Reading and listening test will be implemented continuously without a break.
- (Criteria) Among the person who got 40 pts or more out of 100, at most 200% of candidates will be selected to pass the first round in the order of highest scores

E. Necessary Items for test

- Examinee's Test Permit (To be printed online)
 - Passport
- ① All applicants are required to bring his/her passport of which is the same with the one posted on his/her application form
 - ② If an applicant doesn't bring passport, the applicant will not be allowed to take the test.

8. The Announcement on the 1st Round Test Result

- Announcement of Passers via PBT: 7 April (Fri)

Announcement of Passers via CBT: 11 August (Fri)

- **Methods of Test Passer Announcement**

- ① www.poea.gov.ph
- ② <http://www.eps.go.kr>, or
- ③ <http://epstopik.hrdkorea.or.kr>

** Posting of Announcement may also be viewed at: www.hrdkoreaph.com

- **Methods of Test Individual Score Announcement**

- <http://www.eps.go.kr>

II

2nd Round of Test (Skills Test and Competency test)

The Schedule of 2nd Round of Test

[PBT PART]

- Registration Period (3 DAYS): 10 April (Mon) ~ 12 April (Wed)
** Candidates who wish to participate in the Competency Test must submit required documents to POEA.*
- Announcement of Skills Test Date & Place: 9 May (Tue)
- Actual Skills and Competency Test: 25 May (Thu) ~ 30 May (Tue) /
For 6 Days and may be changed
- Announcement of Passers via PBT: 14 June (Wed)

[CBT PART]

- Registration Period (3 DAYS): 14 Aug (Mon) ~ 16 Aug (Wed)
** Candidates who wish to participate in the Competency Test must submit required documents to POEA.*
- Announcement of Skills Test Date & Place: 8 Sep (Fri)
- Actual Skills and Competency Test: 16 Sep (Sat) ~ 18 Sep (Mon) /
For 3 Days and may be changed
- Announcement of Passers via CBT: 29 Sep (Fri)

1. How to Submit Documents for Competency Test

- **Those who have to submit documents for Competency Test**

-Among the passers of the first round, the applicants who has *work experiences* in the chosen industry, *national certificates* or took a *vocational training course* in the industry, are eligible for Competency Test.

- First round passers must take Skills tests and there's no need for the application (applied automatically). But, the applicants, who want to take Competency test, must submit documents for Competency test within the application period.

*** Those who don't take Skills test CANNOT pass the point system based test.**

○ Registration Period (3 DAYS): 10 April (Mon) ~ 12 April (Wed) (PBT)
14 Aug (Mon) ~16 Aug (Wed) (CBT)

○ Registration Place: **POEA**

*** The Regional registration place will be announced after the confirmation of the POEA**

○ Registration Method: POEA

○ **Required Documents & Requisites:**

① Passport, Examinee's admission ticket for EPS-TOPIK

② Application Form for Competency Test (check the registration desk or the website)

③ Documentary Evidences for Competency Test

Category	Documents to be submitted	Details	Remarks
Work Experiences (Choose ① or ②)	Certificate of career (①)	It can be submitted when one can get Certificate of Career by a company. *For foreign company, the certificate from the recruiting agency can be acknowledged.	The corresponding company issues it (refer to Attachment 2-2)
	Document to verify one's employment	If one cannot get Certificate of Career because of the bankruptcy of the	The signatures and copies of ID cards of

	(2)	company or agency (for foreign company), employment history in the too small-scale business, or unauthorized business common in Agriculture & Stockbreeding fields, one can fill in the document in attachment 2-3 and submit it. (Except relatives, two guarantors for joint guarantee are needed)	two guarantors are needed. For employment history overseas, the copy of work visa and immigration logs are needed.
Training Course Completion	Certificate of training course completion (original document)	It can be submitted when one can get Certificate of Training course completion (including overseas courses) from the government or private institution.	Any diploma from universities is not permissible.
National Certificate	Copy of national certificate or The original of confirmation document	Only national certificates that are based on national system including official tests can be used.	Any overseas certificates are not permissible. Any diploma from universities is not permissible.

* The work history in Korea is also acceptable.

* Besides the format provided by HRDKorea, Certificate of career issued from EPS system is also available.

* Certificate of Training course completion must include the names of the courses, training hours and the contents of the training courses.

* If any of the submitted documents are found to be false or counterfeited, the test results of the candidate will be invalidated, the candidate will be forbidden to take any EPS related test

in 3 years, and the candidate will be under accusation.

Examples of Impermissible Work Experiences·Training Course Completion·National certificate

·**Work Experiences:** Even though a candidate has a work history in the applied industry, the work experience will be impermissible if the experience is irrelevant. Experiences in sales, human resources, accountants, education, public service (except for technicians), , gas station, cookery, serving and hairdressing are not applied to Manufacture, Construction, Agriculture & Stockbreeding and Fishery.

Exceptionally, previous instructors in the applied industry, could submit the related documents. For example, a previous instructor of Assembly could be qualified to use the experiences for Manufacture.

·**Training Course Completion:** If a training course is not relevant to the applied industry, the history is impermissible. For example, nursing, accountant raising, and leadership development course are not permissible.

·**National Certificates:** If a national certificate is not relevant to the applied industry, the candidate couldn't submit Copy of national certificate or The original of confirmation document. For example a driving license, language certificates, vocational licenses (medical, pharmacist and lawyer's license) are not permissible.

○ **Test Fee: Free of charge**

2. Announcement of Skills Test Date & Place:

○ **Announcement Date:** 9 May (Tue) (PBT) / 8 Sep (Fri) (CBT)

○ **Method of Announcement:** Homepage of POEA

○ Actual Skills and Competency Test: 25 May (Thu) ~ 30 May (Tue) (PBT)/

For 6 Days and may be changed

16 Sep (Sat) ~ 18 Sep (Mon) (CBT) /

For 3 Days and may be changed

- The period above can be varied according to the number of applicants.

Individual test schedules will be posted on 9 May 2017 (Tue) (PBT) / 8 Sep
(Fri) (CBT)

3. Implementation of Skills test

○ Subcategories of Skills test & Score distribution

Industry (Skills test)	Total score	Skills test		
		Physical strength	Interview	Basic skills
Manufacture	100	30	30	40

○ Test Duration

Session	Orientation (30M)	Duration (3H)	Scoring
1 st Session	08:30 ~ 09:00	09:00 ~ 12:00	12:00 ~ 12:30
2 nd Session		13:30 ~ 16:30	16:30 ~ 17:00

* You cannot reschedule your test date & venue and please remind that the person who arrives

later than 08:30/13:00 for each session will not be able to take the test.

* Documents submitted for the competency test will be verified again when interviewing for Skills test. If document is proven to be falsified, test will be null and void and person will not be able to take the test for 3 years. (Person will be reported to the authorities)\

III

Final Announcement of Passers via PBT

- **Announcement of Test Result:** 14 June (Wed) (PBT) / 29 Sep (Fri)(CBT)

- **Methods of Test Passer Announcement:**
 - ① www.poea.gov.ph
 - ② <http://www.eps.go.kr>
 - ③ <http://epstopik.hrdkorea.or.kr>

- **Methods of Test Individual Score Announcement**
 - <http://www.eps.go.kr>

- **Validity of the result of point system based test:** for 2 years from its announcement date (Jun.14, 2017 ~ Jun.13, 2019)

IV

Other Notice and Comments

1. Applicants with color blindness, color weakness are not permitted to pass point system based test. Also, applicants with physical handicaps such as the slipped disc or finger amputation can be excluded on the valid roster.

2. The use of digital devices (including but not limited to cell phones/smart phones, tablet computers, laptops, notebooks, music and video players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited. Using or possessing a digital device during the examination will be considered as a cheating.

3. Dishonesty act includes, but not limited to cheating on an exam. Failure to

maintain integrity on an exam will result in a loss of test taking chance for 3 years.

- Relevant documents for competency test will be verified three times in the process of test period. If the documents submitted are proven to be falsified, test result will be invalidated and the person can't apply for any tests in EPS system in two years.

4. If information in the passport and the application form of EPS-TOPIK do not match each other, the candidate will be not allowed to pass the point system based test and not allowed to arrive in Korea.
5. For Certificate of career and Document to verify one's employment, crucial information such as the names, signatures, contact number must not be omitted. If there is omission or modification on the documents using correction fluid, correction paper or other methods, the candidate will be invalidated.
6. Applicants must be medically fit with no history of tuberculosis.

- ◆ The person who successfully got in will get a chance to be listed on the valid roster but this does not guarantee their employment.
- ◆ If one can't get through health checkup or has any records of illegal stay, he/she will be deprived of any chance for employment.

【Attachment 1】

The Outline of Basic Skills Test

Industry	Category	Tasks	Contents
Manufacture	Assemble	Insert Pins	Considering the diagram, insert the pins in to the slate provided according to the color, size and shape
		Hang Items	Hang the rings on the rod according to size.
		Assemble bolts and nuts	In the given amount of time, tight two types of bolts and nuts according to the sketch.
	Measures	Insert Pins	Considering the diagram, insert the pins in to the slate provided according to the color, size and shape
		Hang Items	Hang the rings on the rod according to size.
		Measures	In the given amount of time, measure accurately according to the length and volume.
	Join	Insert Pins	Considering the diagram, insert the pins in to the slate provided according to the color, size and shape
		Hang Items	Hang the rings on the rod according to size.
		Join	In the given amount of time, link two objects in the designated point with the provided instruments.

【Attachment 2-1】

(Job experience, Training course completion, National certificate)

Competency test relevant documents

Application No. <small>(For Sending Agency)</small>			
<p>I myself will take any responsibilities for falsified documents (certificate of career, copy of certificate) in registering EPS-TOPIK</p> <p>※ If applicant's document is proven to be falsified, the test result will invalidated and the person will not be able to take any test for 3 years.</p>			
Applicants to fill in		* Mark the industry you're applying for(●)	
EPS-TOPIK registration no.		0092015P20000001	
Manufacture	·Assemble(○)	·Measures(○)	·Join(○)
Date of birth	...	Contact no.	
Registration date	20 ..		Name (signature)

Applicants to fill in	* Mark(●) your answer	For sending agency	
<input type="checkbox"/> Job experience (Only for those who have job experience)		True	○
One year or more	Less than 1 year	Questionable	○
○	○	False	○
<input type="checkbox"/> Training hours (Only for those who had training)		True	○
120 hours or more	Less than 120 hours	Questionable	○
○	○	False	○
<input type="checkbox"/> Certificates (for those who have certificates, no more than two)		True	○
No.	Name of the certificate	Issued date	Institute/organization
1			
2			
Sending agency Name:		(signature)	
Interviewer Name :		(signature)	

* Period of total employment should be written in months.

** Certificate of training course should be verified first and total training hours should be stated.

*** Documents should be verified as authentic and total amount of certificates should be stated.

【Attachment 2-2】

《When previous company issues certificate of career》				
If the company is not in Korea, fill in with the information of recruiting agency				
Certificate of Career				
Registration number :				
Personal information	Nationality	Philippines	ID card no.	*****
	Name	ZHENG*****	Contact no.	
	Present address	CHINA BEIJING 12-34	Landline	082-9876-543-21
			Mobile phone	010-1234-5678
			E-Mail	test@test.com
Details on career	Period of employment (YY.MM.DD~YY.MM.DD)	Designation	Task (state specific details)	
	~			
	~			

	~		
	~		
	~		
	Total	Period of total employment :	

I agree to inform myself and to abide by all policies regarding falsifying documents which is a crime punishable as a felony. I also acknowledge that this is the documents required for the test evaluation, which is agreed upon MOU between Republic of Korea and _____

Date :
Name : (Signature)

I certify that above information is true and correct.
Date :
Company : Contact no.:
Address :
President : (Signature or official seal)

Issued by	
Departm ent	
Designati on	
Contact number	
Name	Signature

President of HRD Korea

※ **Caution:** If there is any omission for crucial information such as the signature, seal, names or contact numbers, it loses its effects and the work experiences becomes invalidated.

* It just verify a work experiences from a company. To verify experiences from respective companies, candidates have to submit a sheet of paper for each company. (i.e., 4 sheets of papers for 4 companies)

* It can be replaced by the certificate in EPS system.

【Attachment 2-3】

If one cannot get Certificate of Career because of the bankruptcy of the company or agency (for foreign company) employment history in the too small-scale business, or unauthorized business common in Fishery fields, one can fill in the document the form below and submit it. (Except relatives, two guarantors for joint guarantee are needed)

Document to verify one's employment(Standard)

Registration number : _____

Name		Date of Birth	
ID		Contact No.	

Company	Designation	Period of Employment	Task	Note

※ Respective working experience needs to be filled in.				
Total		Period of total employment :		

Person to certify the document 1	
Name : (Signature)	Date of Birth :
Address :	
Workplace : Designation :	landline : (Cell phone :)
Relationship with the applicant :	
Person to certify the document 2	
Name : (Signature)	Date of Birth :
Address :	
Workplace : Designation :	landline : (Cell phone :)
Relationship with the applicant :	

*Attach the copies of each identification card of a person to certify.

※ Caution: ① If a person's information who can certify your employment such as Name, contact no. is missing, the documents will not be granted and job experiences one claimed to have will be null and void.

② For employment history overseas, the copy of work visa and immigration logs are needed. If the require documents are missed, this document couldn't be submitted.