

DCO-12-109
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DCO Procedure

Policy and Procedure on Administrative Staff Recruiting and Hiring

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Policy Owner	Human Resources Department
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History	The policy was created as requirements of the university and standard regulations for recruitment and hiring of Administrative Staff employees. The policy has been drafted and recommended for review of the University Council on 02.01.2017. The President signed and approved on 04.01.2017 after reviewing it on V1.0, 05.02.2012. The policy has been implemented and sent to all the concerned parties.

DCO Form V1.1

POLICY AND PROCEDURE ON ADMINISTRATIVE STAFF RECRUITMENT & HIRING

Introduction

In order to ensure the recruitment and employment of the most well qualified staff for Al Yamamah University, the following policy and procedures on staff recruitment and hiring has been developed.

Policy Content

Consistent with its Mission, Al Yamamah University seeks to recruit and employ the most talented administrative, clerical and professional support available in order to provide the highest quality support for the learning and teaching mission of the University. In an effort to achieve the recruitment and retention of the best available staff, the following Policy and Procedures have been adopted:

- 1- The Direct Manager of the respective department is to make a recommendation and submit a request to the General Director of Finance and Admin. Affairs regarding particular staff needs as part of the budget cycle of YU each academic year, most likely in the month of August. (In the event of the loss of an existing staff member during a budget cycle, the Direct Manager should secure written permission from the General Director of Finance and Admin. Affairs, to fill the vacancy either with a full- or part-time staff). When submitting a request to create a new position; fill an existing vacancy; or fill an anticipated vacancy, the Direct Manager should identify all of the existing staff in his/her department; their titles; and provide an explanation as to whether or not they are being fully-utilized. If any existing staff member is not being fully utilized, the Department Manager should explain what a position should be filled or re-filled as opposed to reassigning duties to existing staff who are not being fully utilized.
- 2- The General Director of Finance and Admin Affairs will forward the request to the President after reviewing the needs, justifications and the budget. The President will review the budget and remarks submitted from the Direct Manager and General Director of Finance and Admin. Affairs, and then the President will submit his remarks back to the General Director of Finance and Admin Affairs.

- 3- After the approval from The President, The General Director of Finance and Admin Affairs will request to Human Resources Director to begin the recruiting process, with considerations of nationalization of posts into the final selection, along with qualifications.
- 4- The Human Resources department will start searching and screening the CV's through available and selected channels. The channels may include the YU website, Social Media, Head Hunting, Referrals, HR Data base, etc. Approved Job Description must be attached along with the ads published by HR for the vacancy.
- 5- The HR Recruitment Officer will filter the received CV's on the basis of job requirements, the required level of education, discipline or field, and the years of experience related and not-related to the job that s/he is selected for.
- 6- The HR Recruitment Officer will complete the files of qualified candidates and forward them to the Direct Manager of the respective department.
- 7- The HR Recruitment Officer will make the arrangements for interviews of candidates recommended by the Direct Manager (i.e. telephone/live, dates, times, etc.) as well as participants (i.e. Interview Committee: General Director of Finance and Admin. Affairs, the Direct Manager, Human Resources Director, others).
- 8- Recommended candidates will be submitted to the General Director of Finance and Admin Affairs for approval. If approved, The Human Resources Director, then the Human Resources Director will than draft a job offer based on the salary scale and submit it to the President. The President will notify HR of the terms of the offer and HR will contact the preferred candidate, IN WRITING, to make the offer. Any negotiations regarding the offer or counter offers must be made in writing to the President for written confirmation. If there are questions about the work load or administrative assignments, or job title, the candidate must put his/her questions in writing to HR, who then will solicit the required answers from the Direct Manager. All communications, with understandings and agreements (i.e. salary, benefits, length of contract, family issues, etc.), must be in writing. All contractual commitments must have the written approval of the President.

- 9- Exceptions to this policy and its procedures, especially during summer term and/or when the President, Vice President and respective Direct Manager are absent from the University must be made in writing, and approved by the President, in advance of any deviations from the above noted requirements.

Exceptions

The University Council reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

Authorization

This policy was authorized by:



University President

Date: 6/4/1438 (4/1/2017)