

## RECRUITMENT POLICY

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### HUMAN RESOURCE PLANNING PROCEDURE

1. The Human Resources Director, in coordination with the department heads, updates the job description continuously to reflect the changes in the job responsibility. It is necessary to conduct a periodic review at least annually or whenever there is a change in the organizational structure or a change in the duties, responsibilities and powers of work.
2. Each department head prepares an annual recruitment plan that specifies the annual staffing levels required for the department with details of current employees and expected needs in accordance with the organizational structure, strategic plan, and proposed methods of filling vacancies.
3. The department head defines the proposed methods of filling vacancies (through internal or external recruitment), taking into account the various applicable governmental regulations, provided that the internal transfer is done with the approval of the concerned department heads and the university administration.
4. The department head shall include his/her recruitment plan within his budget requirement to the budget committee for consideration and approval in consultation with the department head.
5. The department head must then submit a job application to the human resources director. It should include the job title, job description, required qualifications (degree, experience, skills, etc.) and the employee's need history.
6. The director of human resources prepares the manpower plan for approval by the university administration. The plan compiles a list of vacancies, job descriptions in terms of qualifications and experiences, and projected start dates.
7. Upon approval of the annual workforce plan, the Human Resources Director coordinates with the Vice Chancellor for Administration and Financial Affairs to prepare the recruitment budget in the last quarter of the academic year for all vacancies that must be filled in the following year.

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