

## RECRUITMENT POLICY

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### Internal Recruitment for Non-Academic Employees Procedure

1. When it is determined that an open position is available, through either workload analysis or by resignation/termination of an employee, the Head of the concerned Department prepares to HR a written requisition for filling the open position.
2. The HR department will then prepare a job description for the post in question in coordination with the Head of Department concerned.
3. All internal requisitions must be approved by the Chancellor.
4. Internal applicants will be eligible to apply for open positions provided they meet the following three criteria:
  - A. FBSU employees who have been serving in their current positions for at least one year.
  - B. FBSU employees having satisfactory records of good conduct on the job.
  - C. FBSU employees having satisfactory job performance reviews (satisfactory annual appraisal scores).
5. Internal employees applying to new positions within FBSU must inform their current director before submitting the letter of intent of transfer.
6. Once an employee has started the process of applying for an internal position, the incumbent's director is prohibited from making a counter offer to entice the employee to stay.
7. Internal requisition is also subject to the approval of the Head of the requesting department.

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