

## RECRUITMENT POLICY

Procedure #	AD-100-P4	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

### SELECTION PROCEDURE

1. A selection committee will be formed with members from the Department concerned and with an HR representative.
2. The selection committee will conduct the interviews for the short-listed candidates. The candidates will be ranked in accordance with best fit for the job.
3. The HR representative will take minutes of the selection process interviews and shall submit them to the HR Department for processing.
4. If an internal employee was selected then the HR Department will notify the department concerned and the due process discussed above will follow.
5. If an external employee was selected then, the HR Department will issue an offer letter to the candidate and upon receipt of the approved offer the HR Department shall, in conjunction with the Saudi Labor Law, perform the necessary pre-employment due process.
6. Offers made to external new hires are contingent on pre-employment health assessment, a satisfactory drug screening, appropriate background checks, confirmation of academic credentials, and satisfactory work reference checks. In addition, a new employee must provide proof of identity and eligibility to work before the start of their work.