

RECRUITMENT POLICY

Procedure #	AD-100-P5	Revision #	01
Accessibility level	A	Effective date	27-Apr-2015

New Contract Procedure:

1. A recruitment request has to be initiated and approved by a department manager/director. All recruitment requests must be also approved by the HR director. All the related documents have to be attached to the recruitment request and the job offer has to correspond to the salaries grade.
2. The successful candidate who is selected to fill the position should fill the New Contract at the HR office and he/she has to sign on the contract after reading it carefully.
3. The contract then has to be approved by the Chancellor.
4. A copy of the contract should be giving to the new job holder.
5. The HR officer must create a personal file for the new selected job holder and keep the original contract therein.