

RECRUITMENT POLICY

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

1. Purpose and Definitions

The University recognizes the need to provide employment and career opportunities to the best qualified candidates, whether internal employees or candidates from outside the University.

2. Definitions

- 2.1 **Recruitment** is an activity directed to obtain appropriate human resources whose qualifications and skills match functions of the relevant posts in the University.
- 2.2 **Internal candidates** are the already employed candidates at the University assuming that they are well qualified for the required position.
- 2.3 **External candidates** are candidates coming from the outside of the University who are suitable for the particular role.
- 2.4 **Probationary period:** Close supervision, monitoring and assessment of an employee's work performance during the initial period of employment (the first three months). The probationary period provides the first real opportunity to assess a new employee's demonstrated suitability for the job s/he was selected for, and for his/her ongoing employment.
- 2.5 **Short-listed candidates:** A list of preferable candidates that have been selected for final consideration for filling a position.
- 2.6 Sources of employment:
 - 1.1.1 University's Website.
 - 1.1.2 Recruitment Websites.
 - 1.1.3 Recruitment agencies.
 - 1.1.4 Newspaper.
 - 1.1.5 Head Hunting.
 - 1.1.6 Universities.
 - 1.1.7 Referrals.

3. Policy

- 3.1 FBSU aims and committed to fill open positions with the best qualified candidates available.
- 3.2 The HR department should comply with the Saudi Labor Law and guidelines for the employment practices.
- 3.3 In coordination with the Units/Department heads and the Vice Chancellor for Finance and Administration, the director of human resources prepares annual 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.

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- 3.4 Open positions should be filled by qualified internal candidates whenever available, and then priority is given to external Saudi national candidates. For foreign hires, work and residence permits should be issued.
- 3.5 At the beginning of each academic year, the University Council forms a University Recruitment Committee (URC) that consists of four members, and its membership includes the Director of Human Resources and the Director of the Department concerned with the vacancy.
- 3.6 The HR department should receive the required positions requests from the department heads according to the manpower plan taking into consideration the allocated budget (See the related Recruitment procedures).
- 3.7 The HR department is responsible for coordinating all recruitment activities for FBSU including advertising for candidates, arranging screening and telephone interviews, reference checks, applicant communication, follow up emails, providing information about the University, and short listing and selecting of qualified candidates (See the related Recruitment and Selection procedures).
- 3.8 The recruitment process begins with the human resources manager announcing vacancies, specifying vacancies, job requirements, start date, last date for receiving applications, a link to submit a job application, and a hotline to answer inquiries. The recruitment process should target both internal and external sources as follows:
- A) Internal sources: The announcement is published internally through e-mail, and the leaflets on the university's website.
- B) External sources: The advertisement is published in the targeted media such as newspapers and magazines, the Human Resources Fund, the websites of professional associations, employment agencies and other appropriate media.
- 3.9 Selection of administrative staff starts at the unit/department level who screens the applicants and forwards a short list of qualified applicants to the Recruitment Committee (RC) for further screening. The URC further screens the qualified applicants and conduct testing and interviews and makes it recommendations of qualified candidate(s) to the University Chancellor who makes the final decision and instruct the HR director to proceed with the appointment.
- 3.10 FBSU will pay all necessary fees and expenses until the issuance of the work permit (Iqama) and relocation for the new hired external employee and his/her spouse and two children under the age of 18 or unmarried females. FBSU will also take care of all internal hiring fees and expenses including the Iqama transfer (See the relocation policy AD-101).
- 3.11 FBSU is obligated to provide the new hires with a temporary accommodation and facilitate all transportation needed (See the related Post Arrival procedure).
- 3.12 New employees are given an **orientation** sessions by the HR department and the employee's college/unit to familiarize them with FBSU environment. A general presentation will be offered for new recruits to acquaint them with the University mission and vision statements

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and to highlight major academic/administrative rules and regulations. Duties, responsibilities and benefits are also outlined.

- 3.13 A one-year formal contract should be signed by both parties (the University and the new hired).
- 3.14 A probationary period should be used to ensure that the applicant selected is qualified to perform the job (*See the related Probationary Period guidelines*).
- 3.15 It should be noted that no employee or supervisor is to use the recruitment process in order to obtain a salary increase or a promotion to retain a certain incumbent employee.
- 3.16 It is expected that the employee will remain in a new position for a minimum period of one year and, therefore, generally is not eligible to be considered for future openings during this period. Any requests for exceptions to this period may be considered for justifying circumstances must have advance written approval by the President or the Chancellor.

4 Related Documents

- 4.1 Human Resource Planning (AD-100-P1)
- 4.2 Internal Recruitment for Non-Academic Employees procedure (HR-100-P2)
- 4.3 External Recruitment for Non-Academic Employees procedure (HR-100-P3)
- 4.4 Selection procedure (HR-100-P4)
- 4.5 New Contract Procedure (AD-100-P5)
- 4.6 Relocation Policy (HR-101)
- 4.7 Probationary Period guideline (HR-100-G1)
- 4.8 Demand Letter Work Instructions (AD-100-W1)
- 4.9 Advertisement Work Instruction (AD-100-W2)
- 4.10 Post Arrival Work Instructions (AD-100-W3)
- 4.11 Probation and Orientation Work Instructions (AD-100-W4)