

RECRUITMENT POLICY

Work Instruction #	AD-100-W1	Revision #	01
Accessibility level	A	Effective date	27-Apr-2015

DEMAND LETTER WORK INSTRUCTIONS:

Demand letter refers to formal announcement letters send by FBSU to overseas recruiting agencies seeking qualified candidates for available positions. This procedure aims to standardize to the possible extend the format and content of demand letters.

1. The Demand letter must be written in both Arabic and English Languages.
2. The Demand Letter should contains the following elements:
 - A. The name of the Recruitment Agency.
 - B. The full address of the Recruitment agency.
 - C. The Job Categories.
 - D. The number of available vacancies per category.
 - E. The range of basic salary and benefits.
3. The Demand letter shall be signed by the President before being submitted to the manager of the labor office. He/she should secure the approval of the letter from the chamber of commerce and the ministry of external affairs. The letter should be officially approved and stamped by both offices before processing.
4. The power of Attorney is when FBSU request the manpower from overseas recruitment agencies in certain countries and give it the obligation to represent the University in embassies or other Government offices.