

## RECRUITMENT POLICY

Work Instruction #	AD-100-W2	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

### ADVERTISEMENT WORK INSTRUCTION:

This procedure describes the advertising process for Job Vacancies at FBSU.

1. Recruitment officer in coordination with the head of the concerned department will prepare the job description and advertisement. The job vacancy advertisement must contain the following elements:
  - A. Attractive subject.
  - B. Attractive preamble.
  - C. Vacancy Title.
  - D. Summary of job specification.
  - E. Summary of the position potential for career development and advantages.
  - F. The advertisement for high rank positions should specify an Email address to which all applications must be submitted. Advertisement for Blue color workers may contains Email address, Phone and Fax Numbers, and the Company Location.
2. The positions are initially advertised on FBSU webpage where candidates can directly submit their applications on-line. Some professional recruitment agencies and electronic media such as LinkedIn, social media and local newspapers can be used to announce these positions.
3. The HR director must approve all advertisements before they are posted or published to the public.
4. After the approval of the HR director, Recruitment Officer shall broadcast the advertisement for the high rank positions.
5. The Recruitment Officer is in charge of transmitting the advertisement requests to the advertisement agency, if any. He/she should also follow up and check the prompt publication of the announcement.
6. Recruitment Officer should keep a copy of the page on which the advertisement was published.
7. Recruitment Officer would send the financial claims to finance department to settle the fees before or after publishing depending on the agreement with the advertisement agency.
8. Recruitment Officer should review and maintain the received CVs in response to the advertisement.
9. HR department should advertise for high rank administrative/academic positions in English language.