

## RECRUITMENT POLICY

Work Instructions #	AD-100-W3	Revision #	01
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### POST ARRIVAL WORK INSTRUCTIONS:

1. Arrangement is made so that a designated University employee meets the new hire and takes him/her to his/her pre-arranged residency.
2. The new hire hands in to the HR department the following documents:
  - A. A valid passport.
  - B. Four passport-size photos.
  - C. Medical Exam attested by the Directory of Health Affairs.
  - D. Form pertaining to Iqama (Residence).
  - E. Degrees, Diplomas, etc.
3. HR department issues a photo identification card to the new employee.
4. A designated University employee accompanies the new hire to the hospital to perform the needed medical tests for processing the residence permit. The designated employee should coordinate with HR to have an official statement addressed to the hospital for taking in charge the cost of the exams.
5. Once the medical exam results become available, they will be attested by the Government Health Affairs Directory.
6. HR department enrolls the new hire in the medical insurance plan.
7. Each employee must complete all employment paperwork, such as retirement, insurance enrollment and beneficiary designation forms.
8. HR representative processes the Iqama (Residency) and other related matters.
9. Once the above steps are completed, University ID card would be issued for the new hire.
10. An employee is assigned to assist the new hire obtaining his driving license, a cell phone line, etc.
11. The whole process would normally take between one to three weeks.

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