

RECRUITMENT POLICY

Work Instructions #	AD-100-W4	Revision #	01
Accessibility level	A	Effective date	27-Apr-2015

PROBATION AND ORIENTATION WORK INSTRUCTIONS:

FBSU evaluates new employees during the probation period (the first three months) and has the right to terminate them without any legal responsibility.

1. The concerned department mentors and evaluates constantly the new employee during the probation period.
2. At the end of the probation period, the department head/director of the employee would coordinate with the Personnel Officer to send his/her recommendation along with the evaluation form to the HR director. A final employment decisions whether to keep, extend the probation period, or terminate the employment must be taken by the end of the probation period.
3. If the decision is to terminate the services of the new employee, the HR director would meet with the employee and brief him/her on the reasons of failure.
4. At the beginning of every academic year, new faculty and administrative staff are given an **orientation** session 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 and to highlight major administrative rules and regulations. Duties and responsibilities are also outlined as well as other academic rules and procedures, including faculty development in research and teaching. Administrative staff members are given orientation by the HR department and the employee's department.