



Title: Staff Recruitment Procedures

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Review: The procedures are subject to periodic reviews as per amendments
of Staff Recruitment Policy

1. Purpose

The purpose of this document is to describe the procedures to be followed during the recruitment process at Gulf University.

2. Scope

The document applies to all recruitment activities of Academic and Administrative staff , both Full time and Part time, at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
COO	Chief Operating Officer
GU	Gulf University
HEC	Higher Education Council
HOD	Head of Academic Department
HR	Human Resources
MOE	Ministry of Education
MOL	Ministry of Labor
VP ACADEMIC	Vice President for Academic Affairs

4. Definitions

Academic Vacancies: Vacancies related to academic staff such as Lecturers, Assistant Professors, Associate Professors and Professors.

Administrative Vacancies: Vacancies related to administrative staff such as secretaries, IT, HR, public relations, quality assurance, student activities, admission, registration and accounts staff.

Applicant: An applicant is an individual, who seeks employment at Gulf University.

Authorized Dedications: Dedications made by President of University, VP Academic, Deans, HODs and Line Manager to GU staff to be responsible for a project or tasks.

External Advertisement: Advertisement made outside GU campus in the Kingdom of Bahrain, regionally and internationally.

External Recruitment: Recruitment of individuals from outside GU.

Full Time Staff: A staff at GU that holds an academic or administrative position with a full-time term contract.

Hiring Coordinator: A staff at HR Department assigned to take over all responsibilities of hiring both administrative and academic staff.

Internal Advertisements: Advertisement placed or circulated within GU campus.

Internal Recruitment: Recruitment done internally within GU by shifting/promoting staff from one post to another or assigning additional duties to current staff.

Local Hire: Expats or Citizens hired locally within the Kingdom of Bahrain with fixed term contracts.

Manager: A staff at GU holds responsibility of an administrative department.

Offer Letter for Administrative and Academic Staff: A letter that consists of an appointment of the selected candidate to a post at GU with full package that includes salary, allowances, and benefits.

Part Time Staff: A Staff that holds an academic or admin position with a part-time term contract.

5. Procedure Details

5.1 SECTION (A): Recruitment Planning

5.1.1 Initiating Recruitment Requirements

- a) HR Department shall revise annually (during month of September) the recruitment process of the previous year, shall share the outcomes with COO to decide on:
 - where to advertise,
 - how to advertise,
 - budget needed for advertisements.

- b) HR department shall circulate Recruitment Request Forms (GU-PR21SR-F1ACFT) and (GU-PR21SR-F2ADFT) on yearly basis (at the beginning of month of October), requesting College Deans, Heads of Units, and Managers to submit their long-term recruitment plan and recruitment needs for upcoming Academic Year.
- c) HODs(Program Leaders) shall review the “Mapping of Staff to Program Learning Outcomes and Courses” during the month of October of each academic year.
- d) HODs(Program Leaders) shall prepare the revised long-term plan (5-years plan) and the recruitment needs for the next academic year.
- e) HODs(Program Leaders) shall prepare “Candidate Profile” taking into consideration the following parameters:
education, experience, scholarly achievements, competencies and expected contribution.
- f) HODs shall seek Dean’s approval for the long-term plan and the recruitment needs stated in (b) above, followed by sending it to HR Department at the beginning of month of November.
- g) Heads of Units/Centers and Managers shall prepare the revised long-term recruitment plan (5-years plan) and the recruitment needs for the next academic year during the month of October of each academic year, shall seek VP Academic and/or COO as relevant, followed by sending it to HR Department at the beginning of month of November.
- h) Upon receiving revised long-term recruitment plan (5-years plan) and the recruitment needs from Colleges, Units and Departments, HR Department shall send all received documents to President of University with copies to VP Academic and COO.
- i) President of University shall hold a meeting (after one week from date of receiving the documents) with VP Academic and COO to review and approve all plans and needs.

5.1.2 Recognizing Recruitment Needs

During the month of November, HR Department shall prepare the draft advertisements’ artworks for related vacancies and set the time frame to advertise the vacancies, which shall not exceed 4 weeks, shall seek COO and relevant Dean, Head of Unit/Center, or Manager approval, followed by initiating advertisement process.

5.2 SECTION (B): Recruitment Processing

5.2.1 Advertisement Quotes Approval

HR Department shall receive quotes from at least three advertisement agencies, shall forward them to VP Academic and COO for approval, followed by sending the approved quotation(s) to University Account Department for processing payment.

5.2.2 Allocating Candidates

HR Department shall allocate candidates through:

- existing database.
- employee referrals.
- advertisement.
- recruitment agencies.
- GU Website - Careers.

5.2.3 Advertising Academic Vacancies

- a) HR Department shall ensure that priority is given to internal faculty (i.e. within the Kingdom of Bahrain) based on:
 - approval by the relevant Dean.
 - profile fit in the existing vacancy.
 - performance in the present job.
- b) HR Department circulates the approved vacancies advertisements through various channels internally and externally on websites, newspapers or agencies, reflecting the information on recruitment received from departments for each position.
- c) HR Department shall ensure that candidates can reach the application form, (GU-PR21SR-F3ACFT) and (GU-PR21SR-F4ADFT) on university website.

5.2.4 Advertising Administrative Vacancies

- a) HR Department shall give local citizens the first priority.
- b) HR Department shall utilize local media to advertise available vacancies, using websites or in cooperation with Ministry of Labor. If local candidates do not match the job criteria, HR Department shall approach expat candidates.

5.2.5 Retaining Advertisement Materials and Documents

HR Department shall retain all advertisement materials, documents, and received quotes and invoice.

5.2.6 Screening of CVs for Shortlisting

- a) Upon receiving CVs and completed application forms (with its attachments), HR Department shall conduct a minimum of two

background checks for applicants (from their previous employment), (GU-PR21SR-F5ACFT), (GU-PR21SR-F6ADFT).

- b) HR Department shall arrange for first-round screening CVs and shortlisting for applicants (satisfactory referenced) by relevant Deans, Heads of Units/Centers or Managers, (GU-PR21SR-F7ACFT) and (GU-PR21SR-F8ADFT), followed by arranging the first interview and shortlisting.

5.2.7 Interview Process

- a) HR Department shall seek President of University for composing the “Interview Committee”.
- b) The “Interview Committee” shall be as follows:
Chair: VP Academic,
Members: Relevant Dean or Head of Unit or Manager, Representatives of QADC and HR Department, and (for academic candidates, the Committee may invite): HOD, and/or (2) faculty members from relevant academic Department (from Program Domains).
- c) Chair of “Interview Committee” shall set date and time for first interview of candidate(s) and shall inform HR Department.
- d) HR Department shall arrange for the first interview and shortlisting, shall communicate with the candidate(s) and the Committee.
- e) The Interview Committee shall conduct the first interview and conclude the shortlisting of possible candidates, followed by sending interview form (GU-PR21SR-F9ACFT)/(GU-PR21SR-F10ADFT) with recommendations for successful applicant(s) to President of University for approval.
- f) The Interview Committee may ask the candidate (academic) to present a demonstrative lecture in a second interview session and call relevant faculty members and students from the program to attend the presentation. The Committee shall then take into consideration the views and comments from attending faculty members and students and send the interview form (GU-PR21SR-F11ACFT) with recommendations for successful applicant(s) to President of University for approval.
- g) The Interview Committee shall send interview form (GU-PR21SR-F9ACFT)/(GU-PR21SR-F10ADFT)/(GU-PR21SR-F11ACFT) for failed applicant(s) to HR Department, who shall inform them.

5.2.8 Offer Processing

a) HR Department shall prepare the following forms for approved applicant(s):

- draft offer.
- letter of intent, (GU-PR21SR-F12ACFT).
- salary breakdown (GU-PR21SR-F13ACFT).
- salary alignment (GU-PR21SR-F14ACFT).

The offer shall state position, Department, basic salary, allowances, annual Leave, probation period, working hours, airline tickets (for expatriates only), medical insurance (if any), tentative date of joining (pending until Govt. approvals are issued). HR Department shall send these documents to COO for budget review and approval for the positions under direct line management. Once approved, the offer shall be sent to VP Academic to review the suitability of the candidate for the position and the offer followed by seeking President of University for final approval.

b) Upon approval, HR Department shall send the selected applicant, the following (4) documents:

- letter of intent.
- salary breakdown.
- salary alignment.
- confidentiality agreement,

shall ask the applicant to sign the documents and return them to HR Department within 3 working days.

c) HR Department shall apply for HEC approval (in collaboration with President Office) for the applicant(s), who sent back the signed documents.

5.2.9 Security and other Checks

HR Department shall ensure the following checks:

- The candidate shall submit a letter of “Good Conduct” from the Ministry of Interior. The offer/contract of employment is valid upon receiving “Good Conduct” certificate.
- GOSI Cancellation from previous employer (for local hire).
- No Objection Letter (NOC) (for local hire) for transfer purposes.
- Medical Report for expats.

5.2.10 Contract Processing

- a) Upon approval by HEC, HR Department shall prepare 2 original copies of the Employment Contract at the time of joining, shall ask the employee to sign both copies of the Employment Contract, which shall include details of Terms and Conditions for employment. Contract Types are:
 - Academic, Bahraini (Form GU-PR21SR-F15ACFT).
 - Academic, Expat (Form GU-PR21SR-F16ACFT).
 - Administrative, Bahraini (Form GU-PR21SR-F17ACFT).
 - Administrative, Expat (Form GU-PR21SR-F18ACFT).
- b) HR Department shall seek President of University signing the contract, followed by having it stamped with GU official seal.
- d) HR Department shall provide the employee with a copy of the contract and shall retain the other copy in Employee File.

5.2.11 Legal Advisor in Handling Issues Related to Employment

HR Department shall contact legal advisor (consultant) or legal consulting firm to get legal support in issues related to employment. Legal advisor shall be paid monthly basis for the advice given externally in case of any dispute related to employee rights and termination. HR shall receive recommendations from the legal consultant about the addition or deletion of clauses in the employee contract aligned with Bahrain labor Law and regulations of Ministry of Labor.

5.2.12 IT Services and Payroll Authorization for the New Employee

- a) HR Department shall complete the IT New Employee form and shall send it to IT Department, who shall issue the ID Card and email Account for the new employee, followed by sending them to HR Department in a sealed envelope in order to be delivered to the new employee on the first day of duty.
- b) HR Department shall complete the Payroll Authorization form (GU-PR21SR-F19ACFT), shall send it with a copy of the approved Salary Breakdown to Accounts Department.

5.2.13 Probationary Period for the New Employee

- a) On joining Gulf University, all full-time staff members shall be required to complete a 3-months probationary period, to assess

their appropriateness to take on the posts for which they have been employed.

- b) Relevant Line Manager(s) shall evaluate the performance based on set criteria of every new employee on a monthly basis throughout the probation period which shall be referred to higher line manager for confirmation. Completed Probation Evaluation Form (First Month) with recommendation (if any) shall be shared with the new faculty (GU38-01-4.3) after 1 month. After the second month, form GU38-01-4.4 shall be completed by line manager and higher line manager along with recommendation (if any) and shall be shared with the faculty. After completing third month, line manager and higher line manager shall complete the relevant evaluation form GU38-01-4.5 with final decision and send all the completed forms to HR department.
- c) Similar process shall be applied for the administrative staff with different set of forms based on set criteria. Completed Probation Evaluation Form (First Month) with recommendation (if any) shall be shared with the new administrative staff (GU38-01-4.6) after 1 month. After the second month, form GU38-01-4.7 shall be completed by line manager and higher line manager along with recommendation (if any) and shall be shared with the staff. After completing third month, line manager and higher line manager shall complete the relevant evaluation form GU38-01-4.8 with final decision and send all the completed forms to HR department.
- d) Based on the evaluation, probation shall be considered as either successfully completed and the employment is normally confirmed or failed due to failure to meet expectation resulting in termination of the employment offer.
- e) The probationary period may be extended for a maximum of 3 additional months upon recommendation by the evaluator, and a further review shall be conducted prior to confirmation of employment.
- f) Gulf University and the employee have the right to terminate the employment at any time during the probationary period upon giving a 24 hour-written notice to the other side.

5.2.14 Trainee Contract for the New Employee

New employee (administrative) without having working experience in the scope shall be provided with trainee contract for a period of 1-3 months. Relevant line manager shall provide support and training to the staff to deliver assigned tasks. After successful completion of the

period of training, line manager shall send recommendation to HR department whether to convert the trainee contract with full time contract or to discontinue upon giving a 24 hour-written notice to the staff. Under trainee contract the staff shall work accepting the salary which is less than the offered salary for the position with full time contract.

5.3 SECTION (C): New Employees Induction

5.3.1 HR Department Induction

HR Department shall conduct, on the first day of the new employee work, the orientation tour of the campus and shall introduce him/her to GU staff.

5.3.2 College/Unit/Center, Department Level Induction

College Dean with relevant HOD and/or Head of Center/Manager shall conduct induction session for the new employee during the first week of work and shall introduce him/her to other staff members and relevant facilities.

5.3.3 University Level Induction

This is to be conducted as per “Staff Induction Procedures” for all new employees.

5.4 Recruitment of Part-Time Employees

5.4.1 Academic Employee - Part Time

- e) College Dean with relevant HOD shall shortlist the CVs for the local candidates in Bahrain, (GU-PR21SR-F1ACPT), received through:
 - the existing database,
 - employee referrals,
 - direct contact made by candidates.
- f) Dean shall compose and chair the “Interview Committee”. The Committee shall compose of relevant HOD with at least 2 faculty members from the program.
- g) Interview Committee shall conduct the interview, (GU-PR21SR-F2ACPT), followed by sending the interview form with recommendations for successful applicants to VP Academic for approval.

- h) VP Academic shall approve, in consultation with President of University, shall inform the College and shall send the approved form to HR Department for completing the recruitment process.
- i) HR Department shall complete all documents and shall apply for HEC approval (in collaboration with President Office).
- j) Upon approval by HEC, HR Department shall prepare 2 original copies of the Part-Time Employment Contract, (GU-PR21SR-F3ACPT), shall contact the part-time employee to sign it, followed by having it signed by the President.
- k) HR Department shall provide the employee with an original copy of the signed contract, shall send copy to relevant College and shall retain the other original copy in Employee File.

5.4.2 Administrative Employee – Part-Time

- a) Recruitment of Part-Time administrative employee(s) shall be considered upon circumstances, where there is a need for additional staff.
- b) All steps in recruitment process stated in Section (B) of this document shall be followed except that the contract shall be made on a short-term basis for a maximum period of 6 months.

6. Responsibilities

Applicants are responsible for:

- Following this document appropriately.

HODs, Heads of Units and Managers are responsible for:

- Appropriate implementation of this document.

Deans are responsible for:

- Appropriate implementation of this document.

HR Department is responsible for:

- Appropriate implementation of this document.

COO is responsible for:

- Appropriate implementation of this document.

Vice President for Academic Affairs is responsible for:

- Appropriate implementation of this document.

QADC is responsible for:

- ensuring that this document is appropriately implemented.

University Policy Development and Review Committee is responsible for:

- systematic review of the effectiveness of this document.

7. Related Policies

- HR Policy
- Recruitment Policy

8. Related Procedures

- No Related Procedures

9. Related References and Standards

BQA	Institutional Review Handbook
HEC	Academic and Administrative Regulations and Decisions
MOL	Labor Law