

Standard Operating Procedure- Recruitment Process

The Third Assalam school HR policy regulates all HR processes in accordance with Qatar Labour law. **The objective** of the recruitment process is to advertise, select and retain staff who will successfully and positively contribute to the future development of the school. This process is applicable for all employees of Third Assalam school.

1. Responsibility and Scope:

- 1.1 HR Recruitment officers will identify the vacancy gap for new employees and replacement positions.
- 1.2 All respective superiors shall interview and shortlist the candidates for the respective position.
- 1.3 The HR Manager will initiate contractual obligations towards the new hire.
- 1.4 This recruitment and selection policy applies to all employees who are involved in hiring for our company. It refers to all potential job candidates.

2. Selection Process:

- 2.1 Identify the need for vacant new positions or replacement positions in school.
- 2.2 Review job descriptions and compose job advertisements stating requirements for the vacant positions.
- 2.3 Advertise the qualification and experience required for the vacant positions on various social media platforms.
- 2.4 Receive, review and shortlist candidates applying for the advertised positions.
- 2.5 Schedule interview with the short-listed candidates. The interview panel must have at least three interviewees.

The Recruiting officer will ensure that document checks are carried out when candidates arrive for an interview. Applicants failing to produce documents to confirm their identity will not be eligible to proceed to the interview.

- 2.6 Run background/ reference check. If the reference check is not satisfactory then the employment offer will be terminated.
- 2.7 Select the suitable candidate who fulfils all requirements in compliance with Ministry of Education and Higher Education and Ministry of labour laws.
- 2.8 Send an offer letter to the selected candidate. Upon acceptance of the offer letter, give an official contract.
- 2.9 Selected candidates are requested to submit the required attested documents for the employee file. Upon non- submission of the requested documents, the employment offer will be terminated.

2.10 The Recruiting officer is responsible for informing the unsuccessful candidates about the outcome of an interview and for providing feedback.

3. Documents Required Post Recruitment:

Once the candidate has been recruited for the position, he/she will be asked to submit the following documents as part of the final process. A time frame of two weeks is given for the document submission.

1. Copy of valid QID card.
2. Name, designation, email & mobile number of candidate's previous line manager for a reference check.
3. MOFA Attested copy of candidate's bachelor's degree. Degree should be no less than 2 years (Bachelor's degree of 1 year is not accepted by MOE HR).
4. Academic transcripts from the university which should list all the modules and subjects studied in each year
5. Attested Bonafide Letter (As a proof that the candidate attended regular university, not online education)
6. Applicants should also submit their experience letter and clearance form/letter
7. A disclaimer letter (**annex 1**) from applicant's previous workplace as a new requirement from the Ministry of Education HR department. The letter will state that you are no longer working with them, and they allow you to work in any other school/ company.
8. Police clearance letter

4. Employee Induction:

- 4.1 New hires are given an induction session with the HR manager where they are given a school tour and explained HR policy in detail. A welcome email is sent with information about HR policy and contact details of generic school staff.
- 4.2 All new candidates are subject to a probationary period, and it is the Line Manager's responsibility to offer the support needed, set and review objectives and to monitor the new starter's performance.
5. All employees at Third Assalam school are subject to adhere to the school HR policy.