

Employment Process

Policy Statement

This Policy provides Bethlehem University with the flexibilities to appoint high performing employees using a competitive process underpinned by the principles of merit, equity, and transparency. In doing so, the University practices ethical, fair and impartial employee selection procedures, free from conflict of interest and characterized by confidentiality and respect for the privacy of an applicant's personal information. Bethlehem University recognizes its employees as being fundamental to its success. A strategic and professional approach to recruitment processes help enable Bethlehem University to attract and appoint employees with the necessary skills and attributes to fulfil its strategic aims, and support Bethlehem University's mission and values.

Purpose

This policy provides guidelines for all Chairs, Deans, Directors and Vice Presidents on the principles and processes for the appointment of all employees.

Application

This Policy applies to the appointment of all employees.

Guidelines and procedures

The employment process begins when a need for a new position is identified or a vacancy occurs. The employment and selection process is the most important step in the appointment of employees who have the necessary qualifications, experience, to help in fulfilling the mission and goals of Bethlehem University. The Office of Human Resources takes the role of an independent facilitator of the employment process. It may also act in an advisory capacity and it is not in a position to make decisions but rather may offer recommendations for resolutions.

Responsibilities of immediate supervisors

- i- Fill out the Personnel Requisition Form found on the website of the Office of Human Resources and Administrative Affairs to allow sufficient time for the employment processes before the starting date of employment.
- ii- Provide a job description with relevant criteria for the position found on the website of the Office of Human Resources and Administrative Affairs.
- iii- Organizes an interview selection panel (minimum of 3 and maximum of 5) to review all applicants for the position to determine a shortlist of applicants (minimum 3) to be interviewed.
- iv- Prepares interview questions, and sends the list of the applicant to the Office of Human Resources and Administrative Affairs so that an interview schedule can be arranged.
- v- Discusses with the selection panel following the interviews each of the applicants according to interview notes, assessment criteria sheet and other considerations deemed necessary.
- vi- Prepares the recommendation for the Vice Chancellor on the candidate best adjudged for the position and submits this recommendation through the Vice President for Human Resources and Administrative Affairs.

Human Resources responsibilities include:

- i- Liaising with the immediate supervisors to plan and prepare the employment process.
- ii- Advertising the position.
- iii- Managing the employment process, including issuing of access to applications for review by selection panel members.
- iv- Providing professional support and advice to the Selection Panel to ensure that the most suitable and qualified candidate(s) is identified.
- v- Informing the applicants of the date and time of interviews.
- vi- Maintaining appropriate records of the employment process.

- vii- At the start of the interview, Vice President for Human Resources and Administrative Affairs (or delegate) receives the candidate, welcomes him/her and introduces the members of the selection panel
- viii- Filling out the back section of the Application Form with information on academic rank and or salary details and submitting to the Vice Chancellor for final approval.
- ix- Preparing the contract
- x- Sending a copy of the application and contract to the Finance Office for verification of rank step and salary
- xi- Welcoming the new employee in the Weekly Bulletin published by the Communications Office.

Principles governing selection procedures

The selection panel should be comprised of the most suitable and qualified people to assess applicants in the discipline. A representative from the Office of Human Resources and Administrative Affairs will assist selection panels in carrying out their function. A minimum of three people, excluding the representative from Human Resources and Administrative Affairs Office, must constitute the selection panel. The role of the selection panel is to assess eligible applicants against well-defined selection criteria and competencies and, to make recommendations for appointment in order of merit. No person is permitted to continue as a member of a Selection Panel if a candidate applying for an appointment has a close personal relationship with that person, such as might give rise to a conflict of interest or create bias in the selection decision making. Members of the Selection Panel must disclose if they have close personal relationship with a person being interviewed for a position. The selection panel discuss the responses and evaluate the candidates according to the evaluation sheet, and other considerations. It is important to remember that not appointing is always an option.

Selection Criteria

- i- Designed to ensure a broad field of qualified and experienced applicants can be considered
- ii- Specific about any prerequisites for the position
- iii- Used to assess the suitability and merit of applicants at all stages of the selection process
- iv- Provide a consistent set of standards for all applicants which can be observed or measured as a structured means of comparative assessment
- v- Consistent with the mission and values of Bethlehem University

Composition of selection/interview panels

For full time appointments Academic Appointment

- i- Chair (VP Human resources and Administrative Affairs or delegate)
- ii- Vice President for Academic Affairs or his / her nominee
- iii- Dean of the Faculty
- iv- Head of department
- v- A subject expert from the faculty area

Administrative/Support and Service Appointment

- i- Chair (VP Human Resources and Administrative Affairs or delegate)
- ii- Vice President of administrative area or his / her nominee or immediate supervisor
- iii- A Senior Administrative employee from the “hiring area”
- iv- An expert from the specific administrative area or faculty area

Senior Executive Positions

- i- Chair (VP Human Resources and Administrative Affairs or delegate)
- ii- Vice Chancellor
- iii- Executive Council
- iv- Others as invited