



Policy on: Recruitment

October 2024

Perspective	Faculty and Support Staff		
Policy Owner	Director of Human Resource		
Developed By	Ms. Haifaa Agil		
Approval Body	College Board		
Policy History	First Introduced	Revised Date	Effective Date
Important Dates	2018	04.08.2024	02.10.2024
Review Cycle	Every 3 years		
Email	hr@mcbs.edu.om		
Document No	MCBS-P-SP3-078 v1		

Revision			
	Date	Revised By	Major Changes
Revision 1	04.08.2024	Ms. Haifaa Agil	Procedural Changes
Revision 2			
Revision 3			

1. Statement.

This policy is hereby developed to guide the recruitment and selection procedures for academic and non-academic (fulltime/part-time) appointments, including senior administrative and management position of the college

2. Policy Purpose.

- 2.1 Ensure that the College attracts highly qualified and competent candidates for academic and non-academic positions.
- 2.2 Provides a clear and transparent hiring process.
- 2.3 Ensure the recruitment process complies with relevant laws, regulations and accreditation standards.
- 2.4 Promote inclusion and diversity within the workplace.
- 2.5 Standardize a recruitment process framework to ensure consistency and uniformity in recruitment practices across different departments.
- 2.6 Align the recruitment process with strategic goals and objectives of the College.
- 2.7 Streamlines the recruitment process, reducing the time and resources spent on recruitment.

3. Definitions and Abbreviations.

- 3.1 **College Board:** A group of individuals in an organization who make the rules decisions on strategic matters.
- 3.2 **Department:** An administrative body responsible for dealing with certain areas of activities
- 3.3 **Edu portal:** Edu portal is the ERP system used by MCBS to manage and integrate various administrative and academic functions within the college.
- 3.4 **Interviewing panel:** a panel consisting of the HOD, subject matter expert and HR representative.
- 3.5 **MCBS:** Modern College of Business and Science
- 3.6 **MOHERI:** Ministry of Higher Education, Research and Innovation
- 3.7 **MOL:** Ministry of Labor
- 3.8 **HOD:** stands for Head of Department
- 3.9 **HRD:** stands for Human Resource Department
- 3.10 **RSP:** Recruitment and Selection Panel
- 3.11 **Non-Omani:** Person whose nationality is other than Omani
- 3.12 **Omani:** Person whose nationality is Omani

4. Stakeholders.

This policy applies to: All MCBS Department

5. Procedures.

The following stages are to be followed in recruitment processes to avoid any discrimination against the candidates:

5.1 Staffing Needs Projection

- 5.1.1 Stage 1:** The HOD/ Unit Heads and HR Directorate requests for students' projection report from the Database Department, two regular semesters in advance approximately 9 months before the recruitment process starts.
- 5.1.2 Stage 2:** The HOD submits the faculty/ staff requirements to the Dean, demonstrating student projections and departmental requirements 15days after receiving the report.
- 5.1.3 Stage 3:** The HR Director will secure approval from the recruitment panel chaired by the Dean, approving the staffing needs and a go ahead to start the recruitment process.
- 5.1.4 Stage 4:** The HOD/ Unit Head will log the job request on Edu portal, describing the role, addressing the specific requirements of the role.

5.2 Advertising of the vacancies

- 5.2.1 Stage 1:** Within 21days of receiving the hiring approval, the HRD will publish on the MCBS web portal.
- 5.2.2 Stage 2:** The HRD will assess the cost-effective method and select best media platform to advertise in consultation with marketing department.
- 5.2.3 Stage 3:** The HRD will coordinate the advertisement of academic and non-academic positions through local and international newspapers, recruitment agencies, online recruitment platforms, and selected websites, as per the requirements.
- 5.2.4 Stage 4:** The HRD will resort to Head hunting depending on the nature of the vacancy.

5.3 Vacancy Applications and Shortlisting

- 5.3.1 Stage 1:** The HOD/ Unit head will receive applications for the specific vacancy through the web portal and review the applicant's profile through the Edu portal. *Appendix I.*
- 5.3.2 Stage 2:** The HOD/Unit Head will shortlist candidates for interviews based on their qualifications, experience, and skills that align with the vacancy requirements within 10 days of the advertisement closing date.
- 5.3.3 Stage 3:** The HOD/ Unit head will request HRD to organize interviews with the shortlisted candidates.

5.4 Interviewing and Selection

- 5.4.1 Stage 1:** The HRD will invite the shortlisted candidates for face-to-face interviews, online/ telephonic interview.
- 5.4.2 Stage 2:** The HRD will confirm appointments with the selected interviewing panel.

- 5.4.3 Stage 3:** The interviewing panel will complete the interview assessment *Appendix II* form based on the assessment of the candidate and declare non-conflict of interest.
- 5.4.4 Stage 4:** For faculty recruitments, the interviewing panel shall request the candidates to conduct a demonstration class when required. *Appendix III*
- 5.4.5 Stage 5:** The HOD/ Unit Head will prepare a summary of the interviewed candidates based on the interviewing panel recommendation and categorize based on best candidate to be hired. *Appendix IV*.
- 5.4.6 Stage 6:** The HOD/ Unit Head will prepare a recommendation form based on the shortlisted for hire candidates. *Appendix V* is for faculty positions while *Appendix VI* is for staff.

5.5 Job Offering

- 5.5.1 Stage 1:** The HRD will receive the summary of interviewed candidates report and the recommendation form to hire the shortlisted candidates.
- 5.5.2 Stage 2:** The HRD will review the candidate's profile in accordance with the approved salary scales and propose an estimate salary package to offer the selected candidates.
- 5.5.3 Stage 3:** The Assistant Dean of Academic Affairs and the Dean shall provide the final approval for faculty recruitment. For staff recruitment, the dean will provide the final approval.
- 5.5.4 Stage 4:** In receipt of the final approval from the Dean's office, HRD will prepare and email the job offer letter to the candidates which will include the terms and conditions of employment and description of the position with a timeline of when to respond. The candidates will need to respond within 3 working days.

5.6 Ministerial Process and Approvals

- 5.6.1 Stage 1:** On receipt of the job offer acceptance from the candidate, the HRD will collect the job application documents listed on the official offer letter, using the Application Documents Checklist candidate and HRD can ensure submission *Appendix VII*.
- 5.6.2 Stage 2:** HRD will apply for faculty recruitment approvals through the MOHERI website.
- 5.6.3 Stage 3:** On receipt of the recruitment application approval, the HRD will proceed on applying for the work permits with the MOL for Non-Omani candidates within 30 days of the application.
- 5.6.4 Stage 4:** For administrative staff, the HRD will proceed with application of work permit for non-Omani and register Omani candidates with MOL.

5.7 Immigration, Travel and Accommodation Arrangements (Non- Omani Candidates)

- 5.7.1 Stage 1:** The PRO will apply for employment visa with the Royal Oman Police, immigration section.
- 5.7.2 Stage 2:** The HRD will organize for the ticket and 7days accommodation upon receipt of the employment visa.
- 5.7.3 Stage 3:** The HRD will organize airport pick-up, and transportation to and from the college for the first 7days.
- 5.7.4 Stage 4:** The PRO will coordinate and facilitate the issuance of resident card for the recruit.

5.8 Contracting

- 5.8.1 Stage 1:** Upon receipt of the resident card for non-Omani employees, the HRD will issue the employment contract for signature within 7days. For Omani employees, employment contracts will be issued when the PRO completes registering them with MOL.

5.9 New Employee Survey:

- 5.9.1 Stage 1:** New recruit is provided with the new employee survey *Appendix VIII* to complete at the end of the recruitment process within the first two semesters.
- 5.9.2 Stage 2:** The HRD will receive the completed survey and analyze the information to determine areas of improvements.
- 5.9.3 Stage 3:** A review is conducted after every 3 years through a survey in *Appendix IX* to measure the quality, appropriateness, and effectiveness of the policy and fill in the Policy Review Report in *Appendix X* before submitting it to QA.

6. Roles and Responsibilities.

6.1 Director of Human Resource

- Facilitate and lead the recruitment process
- Review student projection report and secure approval from the Recruitment and Promotion Committee
- Attend interviews for senior management positions
- Approve salary estimates
- Sign and issue of job offer letter

6.2 HOD/ Unit Head

- Review student projections report and request to hire new recruits
- Review applications and shortlist candidates to interview
- Participate in the interview screening process
- Complete Interview Assessment Forms for each interviewed candidate
- Prepare a Summary Interviewed Candidates
- Prepare recommendation form for each candidate to hire

6.3 HR Representative

- Coordinate with stakeholders to advertise for the approved vacancy
- Receive Shortlisted candidates from HOD/ Unit head for interview
- Schedule interviews by confirming appointments with candidates and interviewing panel
- Attend interviews
- Receive Summary Interviewed Candidates and recommendation of shortlisted candidates
- Review salary scale and estimate salary package
- Submit to HR Director for approval and collect approvals from Associate Dean of Academic Affairs (Faculty Recruitment) and Dean.

6.4 Dean

- Approve/ decline recruitment request
- Approve/ decline the recommendation of the shortlisted candidate

7. References.

The development of this policy has, in a contextualized manner, benefited from the following documents:

1. MCBS Policy Manual
2. HR Manual