

Talent Acquisition Policy for Shoolini University

Policy Statement

Shoolini University is an equal opportunity employer and appointment to all positions in the University service is based on the principle of merit. The University Board of Management shall approve all the establishments and shall be responsible for all appointments through the Appointments Board except as provided for otherwise. Shoolini University has adopted a policy to attract outstanding persons to join the faculty, by offering them the right compensation/packages, upwards of the UGC norms, by offering consultancy avenues and challenging work environment.

The Procedure

1. General principles:

- a) These procedures must be applied fairly and consistently to all job applicants.
- b) Assistance must be given, where needed, to job applicants who are disabled.
- c) All recruitment must be planned and opened to competition.
- d) We do not accept casual or speculative requests for employment.
- e) All people who wish to work for us must complete an application form in response to an advertised job vacancy.
- f) All applicants must then be assessed against relevant selection criteria to determine who the best person for the job is.

2. Helping job applicants who are disabled.

The general rule of good practice is that our procedures and practices must be applied fairly and consistently to all job applicants. But it is especially important that those of our staff who are involved in recruitment are also aware that they may be required to make **reasonable adjustments** to some or all those procedures and practices if that is needed to remove any disadvantages which they cause for any disabled job applicants.

3. Sourcing Platforms:

- Advertisement in Newspaper
- Leverage LinkedIn & other social medial platforms.
- Campus Hiring
- Naukri.com
- Recruitment Consultant

4. Open a recruitment file

- a) At the start of a recruitment exercise for a particular job, a *Recruitment File* for that exercise must be created.
- b) Each file should have a unique reference number.
- c) This file will be used to store copies of the documents associated with the recruitment exercise. As the exercise progresses, this will include copies of-
 - the job description and personnel specification
 - the job advertisement
 - the application forms that are received
 - shortlisting and interview assessment sheets and notes
 - offer letters or rejection letters to applicants.

5. Job descriptions

A *job description* must be drawn up for every post. This is a document that sets out the essential duties of the job, including the job title.¹

6. The Selection Process

After the application stage closes, our selection process consists of the following stages-

- a. Pre-shortlisting
- b. Shortlisting
- c. Testing
- d. Interviews
- e. Pre-employment checks

7. Prior to the interview

- a) The applicants will be sent written invitations to attend.
- b) The Selection Panel will meet before the date of the interviews to decide how they will carry out the interview and to draw up the questions they intend to ask. The panel may decide:
 - whether to ask applicants to deliver a presentation, and if so
 - whether they should prepare it in advance of the day or on the day
 - whether questions used in previous recruitment exercises for the same post are satisfactory and will be used again, or
 - whether to amend the questions or ask new ones
- c) The questions should only be job-related and designed to assess the applicants against the essential and/or desirable criteria set out in the personnel specification for the job in question.

8. During the interview

- a) All applicants should be asked the same pre-set questions.
- b) All applicants should be treated fairly during the interview and the marks awarded to them should be fair and consistent.
- c) Each panel member will complete a separate *interview assessment* sheet for each applicant.

9. After the interview - selection decision

- a) After every applicant has been interviewed, the panel will discuss their views and assessments and jointly draw up a list of the applicants in merit order.
- b) The vacant post, or posts, will be offered to the most meritorious applicant, or applicants, in accordance with that merit order.
- c) The panel may also decide that other applicants on the merit list will be offered positions on a reserve list to fill any vacancies that may arise for the same position within the following 12 months. Again, this will be done in accordance with the merit order.

10. After the interview – administrative matters

- a) All the Interview Assessment sheets will be transferred to the main Recruitment File for storage.
- b) The successful applicants will be sent conditional offers of employment, subject to any satisfactory pre-employment checks that are required.
- c) The “reserve list” applicants, if any, will be informed in writing of that decision.
- d) If a “reserve list” applicant is later offered a position, that too will be a conditional offer, subject to any satisfactory pre-employment checks that are required.
- e) The unsuccessful applicants will be informed in writing of that decision.

11. Pre-employment Checks

- a) We will not seek health information on our application forms and such information will never be used by us for shortlisting or interview purposes.
- b) When we do seek such information, it will be obtained from an appropriate medical expert.
- c) We will only seek such information in respect of persons to whom we have made a conditional offer of employment.
- d) We will only seek such information where the needs of the job require us to know it.
- e) We will not single out disabled persons to provide such information.
- f) In the case of disabled applicants, we will consider what reasonable adjustments, if any, may be required to the working arrangements or workplace, and we will make our final selection decision following an assessment of how the applicant would perform in the job if these reasonable adjustments were made.

12. References

- a. We will not seek a reference from an applicant's current employer unless the applicant has given his or her consent to that.
- b. We will accept references from other people who know the applicant in a non-occupational capacity.
- c. However, all references should be job-related. Therefore, we will provide referees with copies of the job description and personnel specification for the relevant posts and ask them specifically for their views on an applicant's abilities to do the job in question.

13. Confirmation of Offer

- a. After the pre-employment checks have been completed and are deemed to be satisfactory, the successful applicant will be notified in writing that the offer of employment is confirmed.
- b. The confirmation letter will specify the following details:
 - job title
 - duration of post (permanent or temporary)
 - duration of probationary period (if any)
 - proposed or agreed start date
 - outline of main terms and conditions
 - details of how to accept the offer

14. Record keeping

- a. The documents in the main Recruitment File should be kept for at least 12 months following the date of the interviews.
- b. The documents in the Monitoring File should be kept for at least 3 years following the closing date for applications.

