

5.b.2 Employment-Staff Recruitment

Subject	Faculty and Professional Staff	Effective From	Sep - 2011
Policy #	5.b.2	Latest Revision	Dec - 2023
Title of The Policy	Employment-Staff Recruitment	Next Review	Dec - 2024
Responsible Entity	HR Unit	Policy Pages	2
Definitions	AAU: Al Ain University Immediate Relatives: 1st-degree blood relation, spouse		
Purpose	The objective of the Recruitment policy is to define the basic principles to be used to ensure that the right applicants are recruited for the right positions.		
Scope	This policy shall be applied to all administrative staff.		
Statement	Recruitment policy implementation shall make sure that recruited employees possess the required qualification, experience, set of skills and knowledge to perform their job effectively and efficiently.		
Procedures	Recruitment Regulations: <ul style="list-style-type: none"> • The Human Resources Unit is responsible for the coordination of all procedures involved in the recruitment process. • AAU shall give preference to UAE nationals over non-national and internal candidates over external provided they are equally qualified. • The successful applicant must fulfill the following requirements: <ul style="list-style-type: none"> ◦ To be physically fit and free from transferable diseases. ◦ To have good conduct and behavior. ◦ To have not been convicted of any crime such as theft, fraud, embezzlement, forgery, bribery, or any other offense against public decency or morality or disciplinary punishment for reasons of honor or honesty. ◦ To fulfill the minimum qualification and experience criteria for the position. ◦ To pass the scheduled interviews and any other test conducted by HR Unit. Recruitment of immediate relatives of the employees: <ul style="list-style-type: none"> • AAU does not permit to employ immediate relatives of staff. However, this may occur on the occasion if it is in the best interest of AAU and after special approval from senior management. • There must not be direct/indirect reporting of an employee to the relative. • Any areas that may pose a conflict of interest need to be identified and sorted out during the recruitment process. Sources for recruitment: AAU uses the following sources for recruitment: <ul style="list-style-type: none"> • Announcement of the vacancies is done through the AAU official website. 		

	<ul style="list-style-type: none"> • Internal Recruitments, if applicable. • AAU’s own alumni database. • Advertising in the newspapers and other electronic media. • Recruitment agencies. • Participation in career fairs. <p>Interviewing: Once applications are received and the most suitable candidates are screened, they are interviewed as follows:</p> <ol style="list-style-type: none"> 1. In the first phase, the HR Unit will interview the applicants, and shortlisted candidates will be interviewed by the selection committee. 2. The selection committee consists of the relevant department head and another member of the department. 3. During the interview, the selection committee should not answer any questions related to compensation/salary; such questions must be forwarded to the HR Unit. <p>Selection and offer of employment: Once the selection of the candidate is completed, the HR Unit shall issue the offer letter in accordance with the approved format and duly signed by the authorized signatory. If the candidate accepts the offer and signs off the offer letter, the HR Unit shall inform him/her of the required paperwork to be done including filling different forms, and submission of personal and educational credentials. As per the requirements of the relevant department, the HR unit shall inform the candidate of the start date of duty.</p> <p>Orientation of new staff: The University recognizes the need and importance of orientation. The customized orientation schedule strives to achieve the following objectives:</p> <ul style="list-style-type: none"> • To welcome the employee to Al Ain University. • To help the new employee develop a positive working relationship by building a foundation of knowledge about the University’s history, mission, vision, values, and culture. • To help the new employees to understand their roles and how their contributions help achieve the University’s goals. • To provide information on the University’s policies, procedures, and benefits. • To offer resources, help, and growth for each employee. • To create a sense of excitement about their new job. • AAU uses a comprehensive set of activities for orientation purposes that include Pre-Commencement Checklist and Induction Checklist. The following are the main activities to be performed: <ul style="list-style-type: none"> • The HR Unit prepares for the anticipated arrival of the new employee. • The HR Unit welcomes the new employee by emailing new employee information to everyone at AAU.
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