

EFIPS Recruitment Policy

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[Document subtitle]

EFIPS Recruitment Policy

At Emirates Falcon International Private School, we incorporate clearly planned recruitment procedures. We have a structured and transparent process with reliable application. Our aim is to deter the wrong people from being appointed.

This policy is based on the Abu Dhabi Department of Education and Knowledge (ADEK) Approval of School Staff Appointments Policy. It also meets the UAE's Emiratization targets and helps achieve the “Nafis” initiative which was launched in September 2021; an initiative driving Emiratization in the private sector.

For the employment of teachers and academic staff, the school shall only employ candidates who meet the requirements of the ADEK eligibility school policy issued in January 2023.

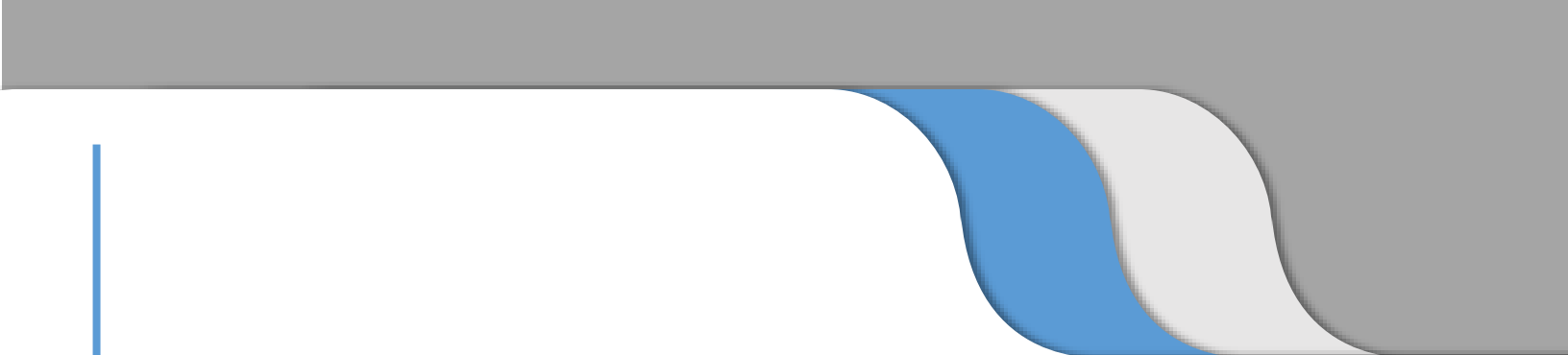
Advertising:

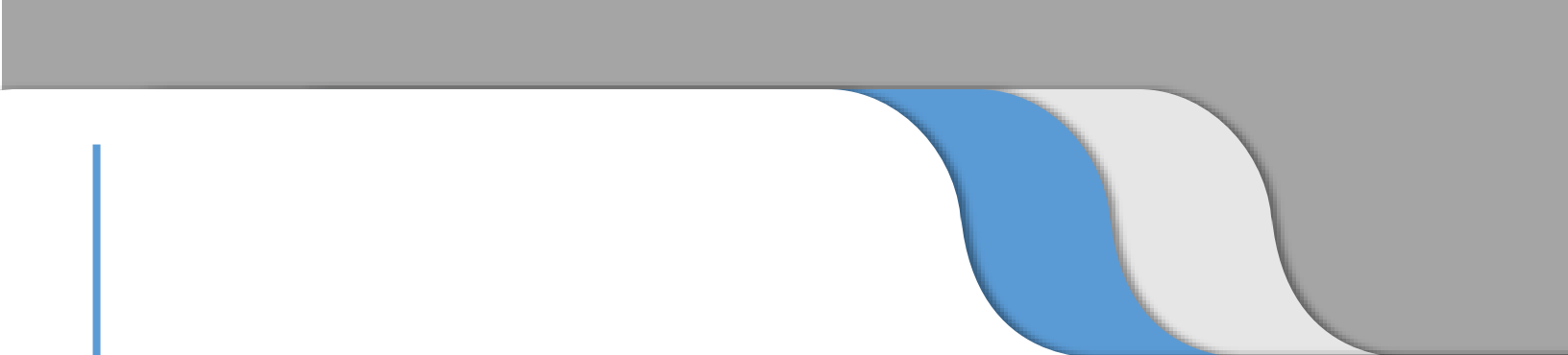
Job advertisements are posted in the school website, newspapers and social media by the Head of the Human Resources Department:

- All job advertisements state the school's commitment to the protection and the provision of quality education to students.
- It is made clear that candidates' qualifications, experience, and CVs check will be carried out.
- All school job advertisements specify the job requirements (what qualifications, skills and work experience the successful candidate needs to have.....).
- EFIPS Job Fair Announcement is posted in the EFPS Website, Facebook and LinkedIn.

Appointment procedures:

1. School HR head receives CVs submitted in person, advertised in mass media, or sent by job seekers via e-mail.
2. HR checks candidates' documents before scheduling interviews for them.
3. The HR head will schedule the interview and the written exam date and time

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4. Candidates will be interviewed by a committee as mentioned in the Interview Section above.
 5. A job 60-minute-written test is a part of the recruitment process with the purpose of assessing the applicant's skills, abilities and knowledge on various matters that are related to the job they are applying for. The written test generally takes place after passing the interview. Candidates should get a score of no less than 75%.
 6. Candidates' interview and exam reports with committee recommendations will be submitted to the principal for approval and signature.
 7. Applicants who pass the interview and the written exam are informed of the results within a week.
 8. Successful academic candidates for the teaching position will be required to deliver a demo class. They will be informed about the grade level and date by the HR head and the interview committee
 9. Demo class reports with committee recommendations will be submitted to the principal for approval and signature
 10. The HR Head checks copies of successful candidates' passport & original certificates.
 11. School Human Resources Department follows ADEK, the Ministry of Education and Ministry of Labor procedures and requirements of the recruitment of new employee.

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- 12.** All new members of staff are then added to the school all staff online HR System and documents are scanned in.
 - 13.** Confirmation of fixed term and pay is given in writing with a contract and full terms and conditions to follow before date of employment.
 - 14.** Appointment letters are issued and sent to school e-mail by ADEK.
 - 15.** New Employee must sign the copy of his job description given to him by the Head of the HR.
Signing the job description document by the new employee shows approval of his/ her job duties, responsibilities requirements and essential functions of the position.
 - 16.** All new employees must sign the EFIPS ethics pledge as a condition of employment.
 - 17.** The new employee attends welcome talk and tour by a staff member assigned by one of the school senior leaders and is given a welcome pack along with all school induction information and procedures.
 - 18.** All new members of staff undergo any necessary training
 - 19.** Our employees are always engaged and developing, they usually stick around, however, resigned employees are asked to respond to a couple of exit interview questions; the aim is to build a school culture that brings turnover down and performance up.

Interviews:

- Applicants are invited to face-to-face interviews, or skype when overseas
- Online job interviews may replace in-person interviews, when hiring professionals from abroad.
- All applicants are informed before their interview that we will follow up references, we overseas policecheck, CV s must be submitted, and proof of identity and qualifications will be required.
- The appropriate head of department, senior and middle leaders conduct interviews. Senior and middle leaders normally conduct interviews for administration and long term teaching posts. For Non- academic positions, the appropriate manager / Head of Department and at least two members of the staff will conduct interviews.

The interviewers complete an interview form during the interview to assess the applicant's suitability

Shortlisting candidates:

Shortlisting is done by the HR head and experienced professionals (usually head of departments or/and middle and senior leaders).

Priority is given to employees who are:

Holders of UAE Nationality.

Holders of GCC nationalities.

Holders of higher educational degrees (PhD – Masters).

We encourage people of determination to apply for different jobs in our school.

References:

- EFIPS recognizes the importance of references in providing an indicator of future performance.
- References are collected from the most recent employer places that are similar to the work for which the applicant has applied.
- If references are not on the CV, the candidate is asked for referee contact details at the interview and the interviewer contacts the referees by telephone or email after the interview.
- Any concern that arises from a reference are followed up with the candidate.

Attached:

- + Exit Interview Questions
- + Job satisfaction survey & Survey Analysis
- + Employee Reflective Report
- + Code of Ethics
- + Pledges (Commitment to school rules and regulations)
- + Job description samples