Procedures for Recruitment and Selection

These procedures support the recruitment and selection process and provide information and practical advice for all those involved and should be read in conjunction with the Recruitment and Selection Policy. These procedures provide an overview of the recruitment and selection process at CUIB and cover the following four (4) key elements:

- Identifies vacancy
- Advertise vacancy
- Receive applications
- Shortlisting
- Interview
- Test and select qualified applicants

Initially, Line managers identify an existing vacancy and then notify the Office of Human Resources. If the vacancy requires an urgent action, no advertisement is done. Shortlisting is done from the application bank and applicants are invited for an immediate interview.

For vacancies that are not urgent, advertisement is done through Hitv (externally) and internally indicating the skills, knowledge, qualification and experience with regards to the position. The composition of application files and the deadline for submission is made known in the advert. Application files are received and registered at the Office of Human Resources while the Director of Human Resources goes through the application files to select candidates with qualities that fit the job description and person specification.

The concerned line mangers are invited as panel members at least two to three days before the day of the interview for objective selection and preparation for interview questions related to the job description. Shortlisted candidates are invited for an interview through a phone call or through SMS if the network is poor at least two to three days to enable them prepare.

The reason for interview is to evaluate the skills and competence and equally to validate the information the applicants provided in their application (CV).

Based on the job description, candidates with the required skills and abilities as illustrated during the oral part of the interview in the presence of panel members i.e the line manger concerned and the Director of Human Resources will be selected.

In some cases, reference check is done before the successful applicants are contacted at the end of the day or early the next morning for the appointment.

Personal files of successful applicants are created while placing them on a three months' probation period to test their ability to carry out their functions.

Upon completion of the three months' probation period, if the candidate's work is satisfactory, he/she is given a specified duration contract of one year.

For the recruitment of certain jobs, a practical session is organised to test the applicant's knowledge on office application packages like Microsoft Word, Excel, PowerPoint and Publisher in the case of an Administrative Assistant.

A report is forwarded to the President to have an overview of the recruitment and selection process.