

Recruitment and Selection Policy

This policy covers the arrangements for the recruitment and selection of staff at CUIB. It is vital to select high quality candidates, as poor selection decisions can impact financially, on productivity and/or on team performance and morale. Proper recruitment and selection needs:

- A job Description which articulates the inherent requirements of the position to be performed.
- Selection Criteria which covers the skills, attitude, knowledge, qualification, experience, relevant competencies and academic career pathway, and the capability to ‘live the mission’. Selection Criteria therefore forms the basis of assessment of an applicant’s capability to perform the inherent requirements of the position through the shortlisting, interview and referee checking process.

The paramount consideration in the recruitment and selection of CUIB staff members shall be the necessity of securing the highest standards of efficiency, competence and integrity. To be recruited at CUIB, the candidate should be of good conduct, be at least 18 years old, must not have been dismissed from another university establishment for moral reasons, and must not have any criminal record, besides fulfilling the conditions for recruitment stated in the vacancy announcement.

Recruitment and selection of CUIB Staff members shall be guided by the following five principles:

1. Competition:

Selection shall follow a visible and fair competitive process for all vacancies, regardless of post, contractual modality or except when such a competitive process is not practicable;

2. Objectivity:

Screening will be conducted with professional rigour, with candidates measured against clearly articulated criteria, job skills and competencies and corporate priorities;

3. Transparency:

The recruitment and selection criteria and all phases of the recruitment process shall be transparent to staff and candidates to the fullest extent possible;

4. Diversity:

CUIB'S workforce shall reflect diversity and shall strive to promote gender equality;

5. Accountability:

The Office of Human Resources shall be held accountable both for their selection proposals and the manner in which they shall follow the processes leading up to them.