

STAFF RECRUITMENT COMMITTEE

The Staff Recruitment Committee is formed to evaluate the requirement of staff for the institution and plan accordingly to recruit adequate qualitative staff on merit.

Objectives:

- ❖ To ensure knowledgeable right staff is selected.
- ❖ To identifying the skill set of the job applicants who will be appropriate candidates.
- ❖ To attract and engage staffs it needs to achieve its overall institutional objectives
- ❖ To attract highly qualified individuals to MEASI Institute of Management
- ❖ To provide an equal opportunity for potential job seekers to apply for vacancies
Selection
- ❖ To systematically collect information about each job seeker's ability to meet the requirements of the advertised position
- ❖ To select a candidate that will be successful in performing the tasks and meeting the responsibilities of the position

Purpose:

- ❖ **To devise and implement strategies to recruit quality staff, and faculty for the MEASI Institute of Management.**

Forming the Search Committee

The Search Committee should have members who have legitimate and direct interests in the selection process. Criteria used in selecting the Search Committee members often include the following:

- ❖ Knowledge of the substantive area
- ❖ Demonstrated ability in promoting a deliberative process
- ❖ Knowledge of the campus and its surrounding communities
- ❖ Strong interpersonal and recruitment skills

Procedure:

Responsibilities of Selection Committee Members

The Presiding Officer will be responsible for ensuring:

- a. Information pertaining to the position and selection criteria is current;
- b. Candidates' needs have been considered, i.e. candidates are given every opportunity to learn about the position, the department and the University, and selection is viewed as a mutual assessment process;
- c. The selection committee is properly constituted;
- d. The Division of People and Culture is notified of the candidates selected for interview after the shortlisting process;
- e. Selection processes are conducted in accordance with University principles, policies and

procedures;

- f. All relevant documentation that supports the recommendation for appointment is completed;
- g. Post-interview feedback is given when requested; and
- h. The management of any complaints processes arising from a recruitment action in consultation with the Division of People and Culture and the Delegated Officer.

All members of a selection committee will ensure that they:

- a. Have a sound knowledge of the conduct of selection committees; and
- b. Have examined in detail the credentials of each applicant.

Where a member of a selection committee has a close personal relationship or possible conflict of interest with an applicant, the member will disclose such personal relationship or possible conflict of interest to the Presiding Officer as soon as possible. The Presiding Officer will decide whether the member should serve on the selection committee and advise the member accordingly.

Selection committee members are bound by a confidentiality requirement and the deliberations of the selection committee and the views of its individual members are not to be disclosed to any person outside the recruitment process and must remain confidential. This principle applies to applications, referee names and reports or comments, shortlisting, interviews, discussions and deliberations. This applies equally during the recruitment process and after it is completed.

Any breach of confidentiality in the recruitment process may, for staff, constitute a breach of the University's Code of Conduct and lead to disciplinary action.

All documentation will be returned to the Division of People and Culture after completion of the selection process.

Selection Process

In the event an interview is required, applicants may be interviewed either in person or, where this is not possible or practicable, by telephone or video conference.

Applicants should be asked similar core questions based on the requirements for the position. Supplementary questions may be asked to clarify issues or to obtain further information deemed by the selection committee to be relevant to identifying the best applicant.

Applicants will not be questioned in relation to age, gender, marital status, pregnancy, family responsibilities, racial or ethnic origin, religious or political affiliation disability status, sexual preference or transgender status, except where the position is an identified position (that is, a particular characteristic such as ethnic origin or language background is included in the selection criteria).

Recommendation for Appointment

A candidate can be recommended for appointment following the selection process, which often includes an interview, referee reports and/or other methods of assessment.

Where the selection committee reaches consensus on the recommended candidate for appointment, the delegated officer will authorise an offer of employment and determine the terms of the appointment on the Recommendation for Appointment form.

Where the selection committee cannot reach consensus, the Presiding Officer should confer with the delegated officer and human resources contact person to determine a course of action.

Eligibility Lists

An eligibility list should be established where a selection committee determines that there are other applicants who satisfied the criteria for appointment.

An eligibility list is valid for up to 12 months from the date of the selection committee's recommendation.

Reports of Referees

The Presiding Officer (or other member of the selection committee nominated by the Presiding Officer) will complete the referee checks.

The Institution may make such other enquiries as it deems appropriate to validate the selection process, provided that the applicant's current employer shall only be contacted with the applicant's consent.

Authorization of Appointments

Before authorizing an offer of employment, the delegated officer will ensure that all the requirements for recruitment have been satisfied.

Post Selection Advice to Applicants

The Presiding Officer will coordinate feedback to all internal candidates and to external candidates on request.

All applicants will be advised in writing of the outcome of their application by the Division of People and Culture.

If a candidate feels aggrieved by the recruitment process they should be referred to the University Complaints Policy .

Functions of SRC:

- ❖ This Committee is in charge of recruitment process including the recruitment seminar and it makes recommendations to the chairman about the recruitment of individual faculty members.
- ❖ To determine ways and means to stimulate, support and improve continuing faculty intellectual development and renewal, and faculty involvement in academic and professional organizations
- ❖ To develop the policies and practices needed to conduct an annual monitoring of faculty intellectual contributions to ensure that consistency and continuity of effort which occurs in areas appropriate to the mission of the College
- ❖ To develop criteria that assure those faculty members that possess sufficient academic and professional qualifications.
- ❖ To review and improve the orientation and mentoring program for new faculty
- ❖ The Committee Chair shall submit an annual report of committee activities to the Chairman of the College.

Frequency of Meetings:

On need Basis

Committee membership details:

Committee Role	Designation
Chairperson	Director
Convener	Director / Professor / Associate Professor (Academics/Administration)
Members	2 Associate Professors

Committee Members:

Name	Designation	Role
Dr. D.Nisar Ahmed	Director	Chairperson
Dr.B.LathaLavanya	Associate Professor	Convener
Dr.S.G.Balaji	Associate Professor	Member
Dr.T.A.M. Hameed Kan	Associate Professor	Member