

# Recruitment Policy: Academic Staff



The Principal/Deputy Principal in consultation with HR Manager sets the selection criteria and minimum qualifications for every job function under the "Job Description (JD)" before recruitment. All JD are documented and filed by the HR Manager. For academic staff, the selection criteria are managed by the Principal/Deputy Principal in consultation with the Academic Board.

The HR Manager keeps track of latest hiring requirements from CPE, MOM and other relevant governmental agencies and industrial practices as a source of relevant data for the selection criteria and minimum qualifications for academic and non-academic staff.

## **Selection Process**

### *Academic Staff (Full / Part time)*

The Principal/Deputy Principal and/or School Heads shall recruit and interview new academic staff. Academic qualification shall meet the relevant criteria as contained in the staff competency matrix before they are considered for interview.

These may include, but not limited to, the following:

- Academic qualification
  - Working experience
  - Relevant teaching experience
1. Through interview, the Principal/Deputy Principal and/or School Head assess the suitability of the academic staff. A mock lecture of 30 - 45 minutes may be required to ascertain the teaching capability.
  2. Short-listed candidates' curriculum vitae will be verified for originality and authenticity of qualifications prior to submission to the Academic Board for approval.
  3. For part-time academic staff, their appointment will be on per course basis.
  4. For academic staff, HWA will notify CPE's once the Academic Board approves the employment of any teaching staff, after ascertaining the relevance of his/her qualifications.

### *On-going Evaluation*

5. All academic staff will be evaluated at the end of each course semester through the Student Evaluation Survey with compiled reports provided to the Academic Board.