



Beverly Hills International

School

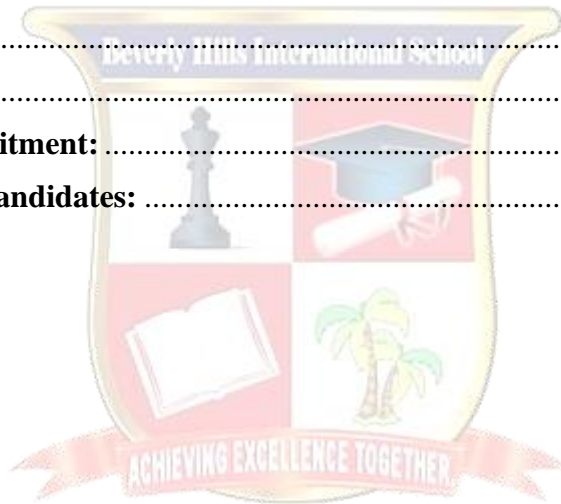
Recruitment and Hiring

Policy



Table of Contents

| | |
|---|---|
| 1- Beverly Hills International School Mission and Vision: | 3 |
| 2- Aims and Purposes: | 4 |
| 3- Targeted Group: | 4 |
| 4- Practices in Staff Recruitment: | 4 |
| 5- Communication with Candidates: | 5 |





1- Beverly Hills International School Mission and Vision:

Mission:

Our mission is to deliver exceptional education to all students and the community, while fostering citizenship, ethical values, and social responsibility."

Vision:

Our vision is to nurture a generation that is creative, caring, and proud of its heritage. We strive to provide an inspiring environment that fosters critical thinking, creativity, empowerment, and the achievement of personal and academic excellence beyond all expectations.



2- Aims and Purposes:

The primary objectives of the school's staff recruitment process are aligned with the institution's overarching vision and mission. The recruitment policy outlines our commitment to fair, ethical and effective recruitment and hiring policies. These aims are designed to ensure the selection of qualified educational and administrative professionals who contribute significantly to the school's success and the achievement of its goals. The policy promotes equal employment opportunities to all individuals regardless of race, color, religion or sex. The recruitment process further emphasizes the importance of upholding ethical standards, assessing an employee's capacity to fulfill their duties, and fostering continuous development of their abilities.

3- Targeted Group:

The recruitment process encompasses all staff categories within the school, emphasizing inclusivity and a comprehensive approach to staffing needs. The vacancy announcements will include essential job requirements, qualifications, responsibilities and application instruments.

4- Recruitment and Selection Process:

1- Job Offer Renewal:

- At the commencement of May, the school initiates the process of sending job offer renewal requests to existing employees, allowing a maximum period of one week for responses.

2- Identifying Vacant Positions and Analyzing Job Requirements:

- The school commences receiving employment applications in mid-April each year, tailored to the specific needs for educational and administrative personnel.

3- Advertising for vacant positions:

- Employment applications are accepted through various channels, including direct submission of CVs at the reception office, via the school's official email (schoolbeverlyhills@gmail.com), or through the school's website (www.bhis-school.qa).



4- Receiving Applications:

- Received CVs through the different channels are meticulously sorted by specialty into separate files, facilitating streamlined processing. Applications are screened and reviewed.

5- Coordination and Contact:

- CVs are then forwarded to the relevant coordinators based on their specific needs, who subsequently initiate contact with potential candidates.

5- Communication with Candidates:

1- Interview Scheduling:

- Candidates are contacted by phone to arrange an initial interview with the respective coordinator.

2- Post-Interview Communication:

- Following the first interview, candidates are informed that they will receive feedback within a maximum period of one week.

3- Final Candidate Selection:

- Shortlisted candidates are identified while those still under consideration are placed on a waiting list.

4- Principal Interview:

- Selected candidates undergo a second interview with the school principal.

5- Job Offer and Acceptance:

- Job offers are communicated via email to selected candidates, who are given the opportunity to consider and either accept or reject the offer.

6- Documentation and Official Appointment:

- Upon acceptance of the job offer, candidates commence the process of completing required documentation to formalize their official appointment within the school.

This systematic approach ensures transparency, fairness, and efficiency in the recruitment process, aligning with the school's commitment to excellence in staffing and maintaining a conducive educational environment.