ARAB OPEN UNIVERSITY

Safer Recruitment Policy & Selection Procedures

1

Arab Open University

Safer Recruitment Policy & Selection Procedures

Policy Title:	Safer Recruitment Policy & Selection Procedures
Version Number	1
Description	policy to recruit and select potential staff to work at the Arab Open University
Policy Reviewer:	Human Resources Committee
Approving Body	University Council#75,March 2022
Policy Implementation:	Directors and Heads of Human Resources Departments at AOU Branches and Headquarter.
Policy Monitoring and Compliance:	Directors and Heads of Quality Assurance and Accreditation at AOU Branches and Headquarter.
Next Review Date	2025

Note: A policy may be reviewed before the designated review date should there be a need to

Safer Recruitment Policy& Selection Procedures

Policy Statement:

In line with its recent safeguarding policy, the Arab Open University (AOU) is committed to safeguard and promote the welfare of all its students and staff through a consistent safer recruitment policy and procedures throughout the selection and recruitment procedures for its staff including part time and out sourced staff.

Aims and Objectives:

The aim of the policy is:

- To ensure that there are in place appropriate procedures for selecting and appointing suitable staff to work with students and to to deter any potential risks of harassment, abuse or harm.

- To ensure that the university meets its commitment to safeguarding and promoting the welfare of students and staff by carrying out all necessary pre- recruitment checks.

- To ensure that the university staff is recruited based on their qualifications, abilities and suitability for the position.

Scope:

AOU safe recruitment policy is an overarching policy that will be applied within the legal framework of each AOU country and any other branch local accreditation requirements. The policy also aim to meet the validating partner safeguarding requirements, as well as principles of general good practice in selection and recruitment as indicated in the Arab Open University Internal Regulations.

The policy applies to the selection and recruitment of the new staff and others who work with the university on part-time bases or through a contractual agreement with a third party. It also applies to non -paid associates such as volunteers and interns.

Responsibility:

The Human resources departments in each AOU country are responsible for the practical implementation of the policy in full coordination with the university senior management and the human resources department at the university headquarter.

Implementation:

The practical implementation of the policy will ensure that all stages of the recruitment process contain measures to identify, prevent and reject unsuitable persons who may pose potential threats to students or other staff members.

Senior Management Staff is recruited according to AOU Statutes.

The criteria and conditions for the recruitment of AOU staff members are set in AOU internal regulations for Employee and AOU Internal Regulation Governing Academic Staff.

Procedure:

Recruitment Process:

Throughout the selection and recruitment process, the AOU will have due regard to the guidance as set out in its relevant bylaws and in consistency with the regulatory framework for staff appointments in each branch country.

Stage 1:

Vacancies are advertised on the University Website and local newspapers or through other suitable means depending upon the seniority of the position. The announcement must include clear Job specification and the required credentials and qualifications. All applicants for employment will be required to send their CVs/Resumes that include the following:

4

- Personal identification details (Full Name, Contact Details, Current and Permanent Address, National Number or ID and Passport Number).

- A full, chronological career history.

- Any Academic and /or Professional qualifications that are relevant to the announced post.

- Copies of Academic qualifications and other professional qualifications (award/ scientific degree/transcripts/ certificates).

- Details of three referee (previous or current employer not exceeding five years).

The Human Resources Department will process applications and CVs/Resumes and send it to the AOU respective office/recruitment committee.

Stage 2:

- The respective office/committee will review applicants CVs/resumes and Qualifications and prepares a short list of candidates as deemed appropriate.

- Potential candidates will be requested to complete a pre -screening form. (Appendix 1)

- The human resources department (HRD) will inform the potential candidates about the interview date, time and duration.

- The recruitment committee will conduct a formal interview for the shortlisted potential candidates according to the university approved interview forms.

- During the interview, candidates may be asked to provide reasons for any gaps in career history.

- The interviewed candidates will be informed with the outcome of the interview.

- Records of the interview panel meetings will be signed by the panel members and kept in the human resources department.

Stage3:

The Human resources department will inform the selected candidate and provide the job offer details. The offer will be conditional upon the satisfactory completion of the AOU declaration form and any requested evidence or supporting documents (Certificates for Good Behavior, work permit, original attested qualifications).

The selected candidate will be given copies of the internal staff regulation along with the signed copy of the appointment contract, start date and induction schedule.

Dissemination:

The Policy will widely be distributed to all stakeholders through the university formal channels including
 The website and Learning Management System (LMS) and official circulars.

Related Policies and documents:

The following documentation may be referred to in conjunction with this policy.

- Equal Opportunity and Respect for Diversity Policy.

- Data Protection and retention Policy.

- Confidentiality Policy.

- AOU internal regulations for Employee.

- AOU Internal Regulation Governing Academic Staff.

- AOU Professional Code of Conduct

Appendix 1: Safe Recruitment Forms

AOU
الجامعة العربية المفتوحة
Arab Open University

Pre-Selection Screening Form

Name:		Date	MM	DD	YYYY
Position Applied for:					

1	What is your available joining date?	
2	Reason for leaving current/past employer	
3	Do you have any unspent criminal convictions? Yes/No. If yes, please provide more details.	
4	Are you currently subject to any criminal investigation procedures? If yes, please provide more details.	
5	Where did you learn about this post?	
6	Do you have a family member or acquaintance who is a current or past employee of AOU?	
7	Are you willing to work on Saturdays/Or during afternoon period?	
8	What is your salary expectation?	
Note: *AOU will not consider your application without a specific number listed here.*		

Thank you for filling out the form, Our HR team will be in touch with you if your profile fits our requirements.

AOU
الجامعة العربية المفتوحة
Arab Open University

Pre-Appointment Declaration Form

Please answer the below questions with Yes or No, if the answer is yes, you are kindly requested to provide specific details.

1. Do you have any unspent criminal convictions? Yes/No. If yes, please provide more details.
2. Are you currently subject to any criminal investigation procedures? Yes/No. If yes, please provide more details.
3. Have you ever been disciplined for misconduct by an employer or professional association or any other authority?

I hereby declare that the information provided below is true and accurate and that false or misleading information may lead to the termination of my employment.

Full Name:

Signature:

Date:

Acknowledgement

This policy is informed by the following sources:

1. Office for Students statement of expectations for safer recruitment policy in higher education.UK.

2. Equality Act 2010-legislation.GOV.UK

3. Safer Recruitment Policy, Oxford International College

4. Dignity and Respect Policy, 2017, The Open University: www.open.ac.uk.

5. The Ethics Framework, 2018, The Open University: www.open.ac.uk.

6. AOU internal regulations for Employee.

7. AOU Internal Regulation Governing Academic Staff.