

CoEP 14

STAFF RECRUITMENT POLICY

1. Objective

The purpose of the policy is to

- offer equal opportunities to job applicants
- ensure inclusion and fairness
- ensure that the right calibre of workers are selected to work in the College

2. Scope

This policy applies to all recruitments - teaching and non-teaching

3. Policy Statement

The staff recruitment policy is committed to ensuring that qualified professionals are given fair opportunity to work in the college for both sexes. The policy statement seeks to avoid the following

- appointment of people on the basis of religious affiliation and ethnicity
- discrimination on the basis of gender
- appointment of unqualified staff
- abuse of power in relation to appointment

4. Recruitment

All recruitments shall be made to undergo the following processes

4.1 Vacancies

All vacancies shall be subject to the process of advertising, screening, interviewing, and appointing of a suitably qualified and experienced candidate to a vacant position in the College. Notices of a vacancy position shall be advertised internally before they are placed in the major dailies, clearly stating the job description and person specification as stated in the Harmonized Scheme of Service for Staff of Colleges of Education (NCTE, 2015).

4.2 Applications

All applications shall be in writing with necessary certificates, curriculum vitae of the applicant and a supporting letter outlining how he/she meets the criteria in the person specification. Applicants shall be informed of the deadline for submission of

their application letters or online submissions and the address to which the letters are to be sent.

4.3 Shortlisting of Qualified Applicants

All applications will be scrutinized according to specific criteria by the Appointments and Promotions Committee. Applicants who meet the criteria will be shortlisted to proceed with the recruitment process. All shortlisted applicants will be contacted.

4.4 Interviews: Interviews shall be conducted by the Appointments and Promotions Committee as stated in the Harmonized Statutes for Colleges of Education (NCTE, 2015). The Committee shall meet prior to the interviews to decide on the mode of conduct of the interview as follows:

4.4.1 Convene the Committee members to agree on the interview questions

4.4.2 Agree on the time limit for the interview and

1.4.3 Agree on who will ask what question.

4.5 After the interviews, the written reports shall be completed for each candidate and centrally filed for a period of six months.

4.6 Appointment:

A candidate shall be appointed to work in the College after the Appointments and Promotions Committee makes a recommendation to the Principal. An appointment letter shall be forwarded to the successful candidate with a start date. Appointed applicants should undergo mandatory medical examination.

4.7 Personal File:

The Administrative Officer shall keep a personal file for every employee which shall be treated as STRICTLY CONFIDENTIAL. Access shall be limited to only the College Management and the staff for whom the file have been opened.

- Application letter and Curriculum Vitae;
- Personal details;
- Copies of certificates, and
- All other relevant documents

5. Supporting Procedures

Any aggrieved applicant should have opportunity for redress by formally writing to

- the Chairperson of the Appointments and Promotions Committee
- the Principal
- the College Council through the Chairperson.

6. Responsibility for Implementation

The Appointments and Promotions Committee shall be responsible for the implementation of the policy.

7. Responsibility for Monitoring and Compliance

Academic Board

8. Status

This policy shall be used for the recruitment of staff into the College

9. Key Stakeholders

- College Governing Council
- College Management
- Academic Board
- Staff
- Prospective applicants

10. Approval Body

College Governing Council

11. Initiating Body

Appointments and Promotions Committee

12. Definition of Terms

For the avoidance of doubt the following terms are defined concisely of the context in this policy document

12.1 Vacancies

They are job specific areas in the College that are available for appointment

12.2 Appointments and Promotions Committee -

It is one of the Standing Committees of the College Council. It is mandated to interview applicants and make recommendations for appointment.

12.3 Interview

It is a one-to-one formal conversation between an applicant and the Appointments and Promotions Committee to assess if the applicant is suitable and may be appointed.

12.4 Short-listing

It is the process of deciding which applicants are suitable to be followed up with an interview. This will be done after a careful assessment of all applications to pick the most suitable.

12.5 Appointment -

It is an act of formally choosing an applicant to occupy a vacant position in the College after all laid-down procedures have been followed.

13. Related Legislation

The Constitution of Ghana

14. Related Policy Document

Harmonized Scheme of Service for Staff of Colleges of Education, 2015

Harmonized Statutes for Staff of Colleges of Education, 2015

15. Effective Date

To be decided

16. Review Date

This policy shall be reviewed two years after implementation.

17. Key Words

Appointments and Promotions Committee; Vacancies; Interview; Application; Short-listing; Appointment

18. Owner

College Principal

19. Author

College Governing Council

20. Further Information

ST. LOUIS COLLEGE OF EDUCATION, KUMASI

P. O. BOX 3041, KUMASI GHANA.

TEL. 0322028081