

myIoBMmail

*MM
Thank you for your
news, which has to
be strictly followed
and implemented.*

Annexure 'D'

Shahjehan Karim <sskarim@iobm.edu.pk>

FACULTY HIRING PROCESS

1 message

Muhammad Misbahuddin <misbahuddin@iobm.edu.pk>

Thu, Jun 20, 2013 at 1:39 PM

To: All HoDs <hod@iobm.edu.pk>

Cc: Shahjehan Karim <sskarim@iobm.edu.pk>, Sabina Mohsin <sabina@iobm.edu.pk>, Talib Karim <t-karim@iobm.edu.pk>, "Dr. Syed Irfan Hyder" <irfan.hyder@iobm.edu.pk>, Ejaz Ahmed <eahmed@iobm.edu.pk>, "Dr. Muhammad Ali Shamim" <ali.shamim@iobm.edu.pk>

Head of Departments (Academics)

RE: FACULTY HIRING PROCESS

It has come to the notice of management that some of the HoDs/senior faculty members are initiating hiring process for different position levels on their own, which is going against the hiring policy of IoBM. For hiring suitable individual, regardless of level of position, the Human Resource Department must be kept in the loop. It is to be noted that **NO** hiring would be regularized at a later stage if proper protocol is not followed at the time of hiring. In this regard, we are attaching Faculty Hiring Process as a guiding principle with the request that steps mentioned in it are to be followed.

I agree

In order to avoid any embarrassing situation the HR Department must be consulted at the very initial stage of hiring to get appropriate guidance and facilitation.


Also please note that salary for the prospective employee is determined by the HR Department. In this regard, a comparative study is carried out by HR, necessary to maintain internal pay-equity. It is therefore advised not to convey any salary amount to the person identified at any stage unless it is finalized by HR, which is done in consultation with the concerned HoD or Dean and Rector.

I agree

It is expected that we exercise the suggested practices, necessary to streamline the hiring process.

Senior Manager

HR Department

 **HIRING PROCESS DOCUMENT final.docx**
17K





POLICY FOR HIRING FACULTY





To ensure the Hiring of most suitable faculty and to keep the hiring process fair and transparent, the following points are strictly followed.


- 1** The application received (Solicited/Un-solicited) and thru ad/website is screened and only those meeting the minimum requirements for the position are short listed.
- 2** At this stage the initial screening is done by the concerned HoD by conducting the interview himself/herself and if found suitable then the next stage comes. Candidate is asked to conduct a demo in a live class in the presence of faculty and concerned HoD.
- 3** If the demo is found to be satisfactory/ successful then the panel interview is arranged
- 4** Panel comprises Rector, Concerned Dean, HoD and Head of HR. President joins the panel if the candidate holds a PhD degree.
- 5** On the positive outcome of Panel interview a formal meeting is arranged with EDA for her to make an offer, simultaneously the letter of intent is issued outlining terms and conditions and ~~by~~ specifying the Date of joining in it.

IoBM

FACULTY HIRING PROCESS

FULL TIME FACULTY	
STEP 1	Advertisement to be put up in DAWN Newspaper, if required and also on IoBM Website.
	
STEP 2	Initial Screening of application will be done by HoD of concerned Department and/or a couple of faculty members
	
STEP 3	Short listing of Candidates done by HoD and/or Faculty members to be sent to HR Dept supported by duly completed Interview Evaluation Forms, for further action.
	
STEP 4	HR will arrange a panel interview of the candidate with the President, Rector, Advisor to President, Dean (CBM/CCSIS/CESD), Concerned HoD and /HoD HR. Schedule of interview will be communicated to the candidate. CV of the candidate will be sent to panel members well before the interview for review.
	

VISITING FACULTY	
STEP 1	Candidate to be interviewed by the HoD of concerned Department including couple of faculty members
	
STEP 2	Short listing of Candidates done by HoD and Faculty members to be sent to HR Dept supported by duly completed Interview Evaluation Forms, for further action.
	
STEP 3	HR will arrange an interview of the candidate with Rector and HoD HR, schedule of which will be communicated to the candidate.
	
STEP 4	If Recommended, the HR Dept will prepare a comparative analysis with on-board faculty to determine an adequate hourly rate in consultation with EDA and concerned HoD or Dean and Rector.
	

STEP 5	If Recommended, the HR Dept will prepare a comparative analysis with on-board faculty to determine an adequate monthly salary in consultation with EDA, concerned HoD or Dean and Rector.
	
STEP 6	Candidate will be informed of the monthly salary by EDA or HoD HR and upon acceptance will be served with a contract, intimation of which will be sent to payroll for processing payment.

STEP 5	Candidate will be informed of the Hourly Rate by HoD HR or HR Officer and upon acceptance will be served with a contract, intimation of which will be sent to payroll for processing payment.
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SUGGESTION: Demo to be arranged for Hiring Full-time Faculty up to the level of Assistant Professor, prior to conducting interview. Demo may be arranged for Visiting Faculty, if required.