




The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR STAFF RECRUITMENT (CUEA/DVC ADM/HRM/02)	HR MANAGER
	NO. OF APPENDICES:
	3 (THREE) (A-D)
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DVC ADMINISTRATION
SIGNATURE	
DATE	17th February 2012
ISSUE DATE	20th February 2012
STAMP CONTROLLED / UNCONTROLLED	CONTROLLED
NOTE: <ol style="list-style-type: none"> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the HR and the DVC ADM Offices 	

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0. CONTENTS AND RECORD OF CHANGES

0.1 Table of Contents

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0.2 RECORD OF CHANGES


No	Date	Details of Changes		Authorization
		Page	Clause/subclause	Title
1	21 June 2011	4	6.0 (reviewing the method to make it adequate)	HR Manager
2	14 February 2012	5,6	6.0 inclusion of part three i.e. appointment of part time lecturers giving defined timelines.	HR Manager
3	14 February 2012		Include revision status, adjusting timeframes to 5 working days; uniquely identify appended forms and show where it starts from to make it adequate.	HR Manager
4	14 May 2012	6,15	7.4 add appendix D: Requisition Register	HR Manager
5	14 May 2012	4	Inclusion of 6.1 “from the time a vacancy arises or position falls vacant ,the decision to recruit shall be made within one month...” to make it adequate.	HR Manager

0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.

1. PURPOSE

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To recruit the most suitable, talented and qualified candidate in all categories of staff

2. SCOPE

The procedure applies to all staff at CUEA excluding VC and DVCs

3. TERMS AND DEFINITIONS

3.1 Definitions of Terms Used:

For the purpose of this procedure the following terms shall apply in addition to those already defined in the CUEA Quality Management Manual and the following:

3.1.1 Recruitment:

For the purpose of this procedure recruitment refers to the process of attracting a pool of qualified candidates to apply for a vacant position. In this case, recruitment also involves short-listing, interviewing, orientation and placement of the successful candidate(s).

3.1.2 Relevant DVC:

This refers to either the DVC Administration or DVC Academic depending on whether the job vacancy to be filled is either Administrative or academic respectively.

3.1.3 Short term Contracts:

This refers to employees who are appointed on short term basis i.e. for a period not more than one (1) year.

3.1.4 New Position:


For the purpose of this procedure, a ‘New Position’ refers to a job that is neither included in the approved University’s organizational structure nor provided for in the CUEA’s Strategic Plan.

3.1.5 Interview Panel:

This is the panel which interviews candidates for vacancies in CUEA. The interview panel shall consist of the relevant DVC, Financial Administrator, Dean of the recruiting Faculty or equivalent, HOD or head of section, HR Manager, and other two co-opted members as identified by the relevant DVC. However, the DVCs need not be involved in the interviewing of middle level and support staff.

3.2 Abbreviations and Acronyms

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3.2.1 HR - Human Resources

3.2.2 PR - Public Relations

4. REFERENCES

This procedure makes reference to the following documents which form part of the QMS documentation:

4.1 HR Policies and Procedures Manual

4.2 ISO 9001:2008, Quality Management systems –Requirements clause 6

5. PRINCIPAL RESPONSIBILITIES

5.1 The HR Manager is responsible for the implementation of this procedure

5.2 The HOD identifies the vacancy and informs the HR Manager

5.3 The DVC-Administration or DVC Academics gives the authority to recruit.

5.4 The DVC-Administration is responsible for the approval of changes/amendments to this procedure.

6. METHOD

Part one: Full-time staff

6.1 From the time a vacancy arises or position falls vacant, the decision to recruit shall be made within one month by the HR Manager in consultation with the relevant department and relevant DVC.

6.2 The user department shall request for a recruitment requisition form in writing from the HR Manager.

6.3 The HR Manager shall furnish the functional HOD with the recruitment requisition form (CUEA/DVC ADM/HRM/01/fm01).

6.4 The functional HOD shall fill the form and forward it to his/her respective Dean/equivalent for recommendation. If it is a new position, he/she shall attach a justification write up.


6.5 The respective Dean/Equivalent shall recommend and forward it to the HR Manager within five (5) working days.

6.6 The HR Manager shall endorse and forward the form to the DVC Finance/Financial Administrator for authorization within 5 working days.

6.7 The DVC Finance/Financial Administrator shall authorize and forward the form to the relevant DVC within 5 working days.

6.8 The relevant DVC shall approve and forward the form to HR Manager for implementation within 5 working days.

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6.9 The HR Manager shall prepare the job advertisement and forward it to the relevant DVC for approval

6.10 The relevant DVC shall approve the advertisement within 5 working days and return it to the HR Manager.

6.11 The HR Manager shall then forward the advertisement to the PR Officer for publicity within a day.

6.12 The PR Officer shall ensure that all job vacancies are advertised in the AMECEA Region for a period of at least two (2) weeks.

6.13 After job applications have been received by the HR Manager as per the deadline, the HR Manager and the Departmental Board or its equivalent shall conduct the short-listing of the candidates in the prescribed form (CUEA/DVC ADM/HRM/02/fm02) within 5 working days

6.14 The HR Manager shall invite the shortlisted candidates for the interview through either by writing, e-mail or telephone calls. Candidates shall be given at least 5 working days' notice.

6.15 The interview panel shall make a recommendation on the most suitable candidate before it dissolves. An interview score sheet (CUEA/DVC ADM/HRM/02/fm03) shall be used to select the best suitable candidate. Other tests may be conducted if deemed necessary by the interview panel based on the area of specialization.

6.16 The HR Manager shall ensure that the successful candidates are called upon to undergo medical examination at their cost at the University Infirmary or any other identified hospital/health unit within 5 working days after selection

6.17 Unsuccessful candidates shall be informed either by writing or by e-mail that they were not successful within 2 weeks after the interview.

6.18 A list of all successful candidates shall be forwarded to the VC for appointment in accordance with the Recruitment policy.


6.19 The new employee(s) shall be inducted in accordance with Induction procedure (CUEA/DVC ADM/HRM/13).

6.20 The HR Manager shall ensure that verification of academic and professional documents of the newly appointed candidates/employees from the institutions which conferred them is done within six (6) months after appointment by either visiting the institutes/colleges/universities, telephone, email or by writing.

NB: In special cases, the HOD and Dean of the Faculty or equivalent may head-hunt an employee. This shall however apply to senior staff i.e. Senior Lecturers, Associate Professor and Professors or their equivalents **only**. Permission must be granted by the relevant DVC and such a candidate must be interviewed by a panel.

Part two: Short term Contracts

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6.1 The HR Manager shall ensure that the HOD/Dean/equivalent informs him/her in writing of the need to hire someone to do a specific task/job in his/her department, nature and the duration of the task.

6.2 Upon confirmation of the need and consultation with the respective DVC, the HR Manager shall identify from the list of previous applications, suitable applicants for the given task. In case, there are no suitable applicants, the job is advertised in line with the Recruitment Procedure (CUEA/ DVC ADM /HRM/2).

6.3 The HR Manager shall constitute a committee to recruit.

6.4 The relevant DVC shall serve the prospective employees with appointment letters

6.5 The new employee shall be inducted in accordance with the Induction procedure (CUEA/ DVC ADM /HRM/13).

Part three: Part-time staff

6.1 The HOD shall write a requisition to the Dean of the Faculty or equivalent at least one month before the commencement of the new trimester detailing the units that require part-time lecturers and the names of lecturers (and their qualifications & experience) who have applied to teach those specified units. This requisition shall be copied to the HR Manager.

6.2 The HR Manager, functional HOD and Dean or equivalent shall constitute a committee to vet the candidates who have shown interest to teach the specified units and select suitable candidates within 10 working days. Those who have been selected in the last one calendar year need not be vetted again.

6.3 The HR Manager shall forward the recommended candidate(s) to the DVC Academic for approval within 2 working days.

6.3.1 No part-time lecturer or other staff is allowed to teach or start working without a duly signed official appointment letter.

6.3.2 All new part-time lecturers are required to undergo an induction session within three (3) weeks after appointment in accordance with the Induction Procedure (CUEA/DVC ADM/HRM/13).

7. APPENDICES


7.1 Appendix A: Recruitment requisition form

7.1 Appendix B: Short-listing form

7.3 Appendix C: Interview Score Sheet

7.4 Appendix D: Recruitment Requisition Register (CUEA/DVC ADM/HRM/02/R1).

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Appendix A: Recruitment requisition form



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A.

P.O. Box 62157
00200 Nairobi - Kenya
Telephone: 891601-6
Fax: 254-20-891084
E-mail: hr@cuea.edu

**Office of Human Resources
Recruitment Requisition Form**

Name (HOD/Equivalent Completing form) _____

Department/Faculty _____

Post title/Position to be advertised _____

New

Existing

(NB: If new, please attach justification write-up)

Job Purpose _____

Reporting to _____

Duties and responsibilities:


- i. _____
- ii. _____
- iii. _____
- iv. _____
- v. _____
- vi. _____
- vii. _____

Education and Experience:

- i. _____
- ii. _____
- iii. _____
- iv. _____

Proposed Pay grade _____

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Proposed Starting Date (dd/m/yyyy) _____

Signature:..... Date:.....

DEAN/EQUIVALENT

Recommended [] Not recommended []

Officer's Name:..... Signature:.....Date:.....

HUMAN RESOURCES MANAGER

Endorsed [] Not endorsed []

Name Signature.....Date.....

FINANCIAL ADMINISTRATOR

Authorized [] Not authorized []

Name:..... Signature:.....Date:.....

DEPUTY VICE-CHANCELLOR (Administration/Academic)


Approved [] Not approved []

Full name Signature..... Date.....

NB: kindly ensure that you fill in this form within 5 working days. For any delays kindly explain herein.

CUEA/DVC ADM/HRM/01/fm01

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Appendix B: Short-listing form



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A. M. E. C. E. A.

Office of Human Resources

Candidates' Short-listing Form

P.O. Box 62157
00200 Nairobi - Kenya
Telephone: 891601-6
Fax: 254-20-891084
E-mail: hr@cuea.edu

POST: REF NO:

CLOSING DATE:..... SHORT-LISTING DATE:..... INTERVIEW DATE:

.....

REJECTION CODES (RC):


- IQ: Incompatible qualifications**
- ID: Insufficient details provided**
- PE: Previous experience less appropriate**
- O: Other (please specify in detail)**

KEY

SL: Short-listed

Sn.	CANDIDATE'S NAME	ACADEMIC AND PROFESSIONAL QUALIFICATIONS			WORK EXPERIENCE	
		Bachelors Degree	Postgraduate degree	Other Professional qualifications	Years of experience in a similar position	RC/SL
1.						
2.						
3.						

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Sn.	CANDIDATE'S NAME	ACADEMIC AND PROFESSIONAL QUALIFICATIONS			WORK EXPERIENCE	
		Bachelors Degree	Postgraduate degree	Other Professional qualifications	Years of experience in a similar position	RC/SL
4.						

SHORTLISTING SUMMARY:

Total Number of Candidates :

Total Number of Short-listed Candidates :

Names of Short-listed Candidates :


- | | |
|-----------------|------------------|
| 1. | Sn. |
| 2. | Sn. |
| 3. | Sn. |
| 4. | Sn. |

Short-listing Panel Members:

<u>Name</u>	<u>Designation</u>	<u>Signature</u>	<u>Date</u>
1.	Chairperson
2.	Secretary
3.	Member
4.	Member
5.	Member

CUEA/DVC ADM/HRM/02/fm02

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Appendix C: Interview Score Sheet

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A. M. E. C. E. A.

P.O. Box 62157
00200 Nairobi - Kenya
Telephone: 891601-6
Fax: 254-20-891084
E-mail: hr@cuea.edu

Office of Human Resources

Interview Score Sheet

Candidates Name: ID/PP No.....

POST: REF NO: INTERVIEW DATE:


1. ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Factor	Score			Candidate's Score (Max 45)
	10	15	20	
Education Level	<u>A</u> Bachelors Degree	<u>B</u> Masters Degree	<u>C</u> PhD	
Indicate the candidates qualifications				

2. YEARS WORK EXPERIENCE

Factor	Score					Candidate's Score
	1	2	3	4	5	
Work experience	Less than 1 yrs experience	1-2 years experience	3- 4 years experience	5 – 6 years experience	Over 6 years experience	
TOTAL SCORE (Max 5)						

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3. RELEVANT WORK EXPERIENCE (*Tick appropriately and indicate the score at the candidate's score Column*)

Factor	Score					Candidate's Score
	1 Limited	2 Average	3 Good	4 Very Good	5 Excellent	
TOTAL SCORE (Max 25)						

4. PERSONAL, COMMUNICATION & INTERPERSONAL SKILLS(*Tick appropriately and indicate the score at the candidate's score column*)

Factor	Score					Candidate's Score
	1 Poor	2 Fair	3 Good	4 Very Good	5 Excellent	
TOTAL SCORE (Max 25)						

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CANDIDATE'S CURRENT SALARY

CANDIDATE'S EXPECTED SALARY.....

OVERALL RATING OF THE CANDIDATE

1 Academic qualifications	2 Years of work experience	3 Relevant work experience	4 Personality, communication & interpersonal skills	Total 1 + 2 + 3 + 4 (Out of 100)	Percentage score

PANEL MEMBERS' RECOMMENDATIONS


Rating scale	Score	Candidate's rating (<i>Tick appropriately</i>)	Recommendation	Remarks
A	75-100		Highly recommended for employment	
B	65-75		Recommended for employment	
C	50-65		Recommended for employment if no better candidate identified	
D	50 and below		Not recommended for employment	

INTERVIEWING PANEL MEMBERS:

<u>Name</u>	<u>Designation</u>	<u>Signature</u>	<u>Date</u>
1.	Chairman
2.....	Secretary
3.....	Member

CUEA/DVC ADM/HRM/02/fm03

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Appendix D: Recruitment Requisition Register



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A.

P.O. Box 62157
00200 Nairobi - Kenya
Telephone: 891601-6
Fax: 254-20-891084
E-mail: hr@cuea.edu

RECRUITMENT REQUISITION FORM

Name (Person Completing form) _____

Department/Faculty _____

Post title/Position to be advertised _____

New

Existing

(NB: If new, please attach justification write-up)

Job Purpose _____

Reporting to _____

Duties and responsibilities:


- i. _____
- ii. _____
- iii. _____
- iv. _____
- v. _____
- vi. _____

Education and Experience:

- i. _____
- ii. _____
- iii. _____
- iv. _____
- v. _____

Proposed Pay grade _____

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Proposed Starting Date (dd/m/yyyy)_____

HEAD OF DEPARTMENT

Recommended [] Not recommended []
 Officer's Name:..... Signature:.....Date:.....

DEAN/EQUIVALENT

Recommended [] Not recommended []
 Officer's Name:..... Signature:.....Date:.....

HUMAN RESOURCES MANAGER

Endorsed [] Not endorsed []
 Name.....Signature..... Date.....

DVC FINANCE/FINANCIAL ADMINISTRATOR

Authorized [] Not authorized []
 Name:.....Signature:.....Date:.....

DEPUTY VICE-CHANCELLOR (ADMINISTRATION/ACADEMIC)

Approved [] Not approved []
 Full nameSignature..... Date.....

NB: kindly ensure that you fill in this form within 5 working days. For any delays kindly explain herein.

CUEA/DVC ADM/HRM/02/R1

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