



ISR HIRING POLICY

2020-2021

We are a respectful, learning-focused community where each student is inspired to achieve his or her potential and to become an ethical, confident, and internationally-minded citizen of tomorrow.

1. IDENTIFY HIRING NEED

As soon as a position is identified as available a list of job requirements including special qualifications, characteristics, and experience wanted from a candidate is generated.

2. CREATE A JOB DESCRIPTION/ADVERTISEMENT

Job requirements are defined with the direct supervisor. The agreed-upon job requirements form the basis for the job description. Other necessary information includes essential functions to be performed in the role and the advantages of working for ISR (i.e., workplace environment, compensation and benefits etc.).

Some basic features of job advertisements are:

- Required years of work experience
- The minimum education requirements or specialized education requirements
- Any documents and papers required
- Physical and mental requirements
- A concise summary of the job, expectations of the position and any other important information
- Information about the company and its work culture
- The preferred method for applying to the position

3. POST AND PROMOTE JOBADVERTISEMENT

The job advertisement is advertised internally so current employees can make referrals. ISR Bounty system is described in F&S Handbook.

Other channels for advertising the vacancies are in a table below.

	Internally	ISR Website	Local Online Job Boards	Social Media	Search Associates or similar Online Job board	Job fairs
Senior Leadership						
Administration						

Faculty						
Technical Staff						

ISR job ads adhere to the following:

- A creative job title
- The right keywords
- Defining criteria for success
- Description of requirements as part of a story
- A more personal approach vs. a formal job description

Beyond passive recruitment via job posts, qualified candidates are contacted via, social media, and industry events. This ensures that some applications from potential candidates who are not actively searching for new jobs but who may be perfect for the role are received.

4. APPLICANT SCREENING/SCREENING INTERVIEWS

As job applications arrive by email, HR reviews résumés/CVs and cover letters based on the criteria established in the planning step. Unqualified candidates' applications are withdrawn from the applicant pool. Qualified candidates are informed of next steps beginning with a screening interview.

Initial interviews with applicants are typically phone calls with HR. These interviews determine if applicants have the qualifications needed to do the job and serve to further narrow the pool of candidates. HR may also explain the interviewing process during this step.

5. INTERVIEWS

Early interviews are typically in-person, one-on-one interviews with HR and applicants and focus on applicants' experience, skills, work history, and availability.

Additional meetings with the Director or potential direct supervisor, and other members of the school can be one-on-one or panel interviews at school or online (Skype, Google Hangouts). These interviews are more in-depth, each interviewer focuses on a specific subject or aspect of the job being filled to discover more about the applicants.

Interviewers for a particular vacancy are identified according to the table.

Vacancy	Director	Business Manager	HR	Principal	Direct Supervisor
Accountant/Finance					
Teacher					
Support Teacher					
Technical Staff					
Principal					
Assistant Principal					

6. BACKGROUND CHECK/REFERENCE CHECKS

One of the final steps prior to making a job offer is conducting background checks to review candidates' criminal record, to verify employment history and eligibility. Professional references should be contacted. Social media accounts (Facebook, Twitter, etc.) might be checked to make sure potential employees are likely to represent ISR in a professional manner.

ISR Candidate Screening form should be used and filled in during the Hiring Process. Filled in form to be stored in the employee's file. Copy to be submitted to Child Protection/Safeguarding Officer.

7. JOB OFFER/JOB CONTRACT

Offer letter stating the position's salary, start date, and other terms and conditions of employment that are based on the agreement between the school and the candidate is prepared by HR. It should be clear that the candidate understands the terms of the offer.

Upon receipt of confirmation of a local candidate HR prepares Employment Contract and updated Job Description.

Upon receipt of confirmation of a foreign candidate HR issues a form listing documents to be handed in for Acknowledgement of Diplomas issued in non EU countries and documents for Immigration office concerning candidate's Residency and work permit.



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