



INTERNATIONAL SCHOOL OF RIGA

ISR Hiring Policy

ISR's commitment is to recruit the most appropriate person for each vacancy based on their skills, experience, qualifications and ability, regardless of gender, age, nationality, sexual orientation, marital status, race, religion or beliefs.

1. Identify hiring needs

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 by 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 required by law
- A concise summary of the job, expectations of the position, and any other important information
- Information about the school and its work culture
- The preferred method for applying to the position

3. Post and promote the job advertisement

The job advertisement is advertised internally so current employees can make referrals. ISR Bounty system is described in the Staff Handbook.

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

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

reg.no 40008031973

Primary Campus - Kalnciema iela 118, Riga LV-1046, Latvia

Secondary Campus - Skanstes iela 27, Riga LV-1013, Latvia

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Administration						
Faculty						
Technical Staff						

ISR job advertisements 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 the next steps, beginning with a screening interview.

Initial interviews with applicants are typically phone calls or in-person with HR. These interviews determine whether applicants have the qualifications needed to do the job and 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 the HR and applicants, and focus on applicants' personality, 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 the school or online (Google Meet). 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.

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

Vacancy	Director	Operations Director	HR	Divisional Principal	Direct Supervisor
Accountant/Finance		2	1		
Teacher	2		1	2	
Support Teacher	2		1	2	
Technical Staff			1		2
Principal	2		1		
Assistant Principal	2		1	2	

6. Background check/Reference checks

One of the final steps prior to making a job offer is conducting background checks to review candidates' criminal records and to verify employment history and eligibility (VIIS for local staff, CRC from authorities in the country of arrival, and CRC from authorities in the country of origin). Professional references are to be contacted. Social media accounts (Facebook, Twitter, etc.) might be checked to ensure potential employees are likely to represent ISR professionally.

Additionally, ISR requests information on previous employment, education, qualifications, etc., using an online screening company.

7. Job offer/Job Contract

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



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

Upon receipt of confirmation from a foreign candidate, HR issues a form listing the documents for screening and the documents to be submitted to the Immigration office for the candidate's Residency and work permit.