



# Recruitment Policy

## **PURPOSE**

ISBR aims to recruit and select the best possible candidates in a timely and cost-effective manner. This contributes to ISBR's strategic goals and ensures continuous improvement in standards and capability.

The Recruitment and Selection Policy (Policy) provides a framework and structure for the recruitment and selection of faculty.

## **ELIGIBILITY**

The policy shall hold relevance for all appointments of faculty at ISBR against both permanent and temporary vacancies. The policy is applicable for full-time and part-time appointments.

## **Source(s) for Recruitment**

ISBR shall explore the below mentioned sources for Recruitment depending on the level and criticality of the position for which the hiring is being done.

- On-line Advertisement
- Advertisement in Newspaper
- Internal Job Posting
- Recruitment Agency

## **Hiring Process**

### **Screening:**

HR will work closely with the Leadership team (Director / Dean) to source CVs of relevant candidates.

### **Shortlisted candidates**

Candidates who have been shortlisted shall be first spoken by the HR team on their interest in joining ISBR and share the pre interview form.

### **Selection Process**

The short-listed candidates are informed through Email and call letters to appear for the interview.

There are 3 phases of selection process

### **Demo Session/Class (Only for Faculty Requirement)**

The candidate will have to make a 15-min. presentation/Demo on any published research paper/case study/ any topic of his/her choice.

### **Personal Interview**

Interview by the respective Function Head(s). If this stage requires that the candidate be assessed by more than one expert, then the HR Department shall ensure that a panel be created.

### **Final Interview/Salary and Selection decision**

On successful completion of above rounds, the final interaction will be with the Managing Director.

### **Selection of Leadership team**

Selection of leadership team will be interviewed and finalized by the management directly.

### **HIRING OF ADJUNCT & VISITING FACULTY**

#### **Source of Recruitment**

Adjunct Faculty could be recruited from any of the following sources: -

- Reference from faculty member
- Advertisement in job-sites

#### **Selection Process**

The selection process will include the following:

- One-on-one interaction between the candidate and Head of the Department / Subject expert
- One-on-one interaction with the Principal / Director of the School

#### **MAKING AN OFFER**

On selection of a candidate for an open position, HR Department will e-mail the selected candidate of ISBR's intention to make an offer and request them to share the following documents –

- i. Copy of all Educational Certificates
- ii. Copy of Pan Card / Aadhar Card
- iii. Copy of present employment letter along with experience letter(s) from previous employers.
- iv. Proof of last drawn salary – previous three months' pay slips
- v. Copy of certificate from local authorities - in the case of Expatriates
- vi. Contact details of two references

Upon receiving and scrutinizing all documents and conducting reference check, HR Team will send Offer Letter to the Candidate.

#### **Candidates who are not selected**

Candidates who have not been selected should be sent communication expressing regret by the HR Team.

### **History of Policy Changes**

Changes Made	Date	By:



International School of  
Business & Research  
Bangalore