



EFFECTIVE: 1 JANUARY 2020

REVIEWED: 1 JANUARY 2022

RECRUITMENT POLICY

1. PREAMBLE

The framework below will serve as the policy guidelines with regard to recruitment and selection. CHS intends to recruit and select highly competent individuals by using sound recruitment and selection practices.

2. LEGAL MANDATE

2.1 The recruitment, selection and placement of personnel is done in terms of the legal framework applicable to the South African public service.

3. GENERAL PRINCIPLES

3.1 The framework shall underpin the following principles:

- Fairness
- Equity
- Confidentiality
- Professionalism
- Human dignity

3.2 The Head of Department on whose establishment the post(s) exist(s) that is/are under review, accepts the primary managerial responsibility for the selection of candidates for appointment to the post(s) in question.

3.3 Given the renewed focus (at national and other levels) on the authenticity of educational qualifications of candidates, especially where appointments at management level are concerned, this aspect must be handled meticulously yet diplomatically. We therefore reserve the right to check with the issuing institutions or persons, the authenticity of all certificates and information submitted by candidates.

4. POLICY OBJECTIVES

- 4.1. The purpose of this framework is to ensure that recruitment and selection is done in a fair, efficient, effective, transparent and equitable manner,
- 4.2. to achieve equity in the workplace,
- 4.3. to promote workplace diversity,
- 4.4. to attract scarce skills and
- 4.5 to enhance service excellence.

5. BASIS OF THE SELECTION PROCESS

5.1 All persons who qualify for an appointment or transfer, or for promotion, shall be considered. The evaluation, including the selection of applicants shall be based on the training, skills, competence, knowledge, formal qualifications, and recognition of prior learning, relevant experience and precocity within a reasonable time to do the job, coupled with the need to redress historical imbalances (pertaining to race, gender and disability).

5.2 Threshold requirements for positions are as advertised on specific social media platforms, thereafter, this framework should be followed as policy of identifying an incumbent competent to fill the position, or alternatively an incumbent with the ability to acquire the competence within a reasonable time to perform in the position.

6. PRELIMINARY SCREENING

6.1 Candidates must be screened in terms of the threshold requirements of the post.

After the advertisement has closed, a transparent and accountable process has to be followed which must be correct, reasonable and fair. The equity of all candidates must be ensured, canvassing, favouritism, nepotism or similar practices are under no circumstances allowed. Any person with any personal / vested interest in the process must declare such interest beforehand and recuse her- or himself from the process. Only relevant, objective and verified information, including that contained in CVs may be taken into account during the screening process.

6.2 Having determined the relative candidature in accordance with the grid, short lists should be compiled as to reflect a department's needs for efficiency and representatively.

6.3 No candidate, may be short-listed through goodwill, associations, friends or personal referrals.

7. SAMPLE OF A GRID

The following is a framework for a grid suitable for the short-listing process. Please note however that each selection panel may allocate its own weighting and points in regard to its assessment of the relative importance of the competencies and KPAs (key performance areas) attaching to the post in question.

CRITERIA	WEIGHTINGS
qualifications	X1
Managerial and leadership skills	X2
Communication skills	X2
Relative competency and suitability for the post	X2
Overall compliance of advertised post	X1
Past history of employment and referrals	X2
5 KPA's	
TOTAL	25
POINTS ARE ALLOCATED AS FOLLOWS: 1: Meets the minimum qualifications as advertised 0: Fails to meet the minimum qualifications as advertised, and is not considered further. For each of the KPAs points are allocated as follows: 3: Complies fully 2: Complies partially 1: Does not comply	

8. INDUCTION AND PROBATION

8.1. Staff are initially appointed for a predetermined probation period, usually of 6 months but potentially longer, after which the staff member's performance is appraised by the principal, heads and managers. Appraisal of the new staff member's performance follows the same appraisal criterion as is followed for the biannual appraisal process of all academic staff members.

8.2. New staff members are introduced personally to existing staff members by the school principal.

8.3. Existing staff members teaching the same grade as newly appointed staff members are expected to act as a mentor and guide for the new staff members.

8.4. If required, the principal will arrange a training session for any new staff member for orientation on the following school administrative platforms: WhatsApp groups and Google Drive (including report formatting, class-list access, parent links to upload online etc.).

8.5. New staff members are expected to read through and familiarise themselves with all school policies.

9. STAFF DEVELOPMENT

Solid Foundations endeavours to develop its staff through the following processes:

- Staff Appraisals.
- Maintaining relevance and up-to-datedness:
- Staff members are strongly encouraged to attend lectures and courses as often as possible. The school covers the costs accrued through attendance of professional development courses or lectures that have been approved by the principal.
- Teachers and the principal share the responsibility of keeping themselves updated and informed regarding any departmental advances or changes as well as any changes in the proposed school curriculum.
- The school supports staff who wish to study further and is open to negotiations regarding the costs incurred for staff members wishing to do so.

SIGNATURE APPROVAL

BEHALF OF HEADS		DATE	
BEHALF OF SGB		DATE	
PRINCIPAL		DATE	