**Appendix 20**

**Recruitment of International Teachers.**

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| **Activity** | **Responsibility** |
| Notify IMED Education about vacancies | School |
| Produce long list from pool | IMED |
| Send information about long listed candidates to school | IMED |
| Produce shortlist. | School |
| Notify IMED Education about shortlist | School |
| Request first and second references on shortlisted candidates | IMED |
| Invite shortlisted candidates to final interviews | IMED |
| Prepare interview papers, waiting room, interview room etc | IMED |
| Prepare for interviews | IMED |
| Conduct interviews | School with IMED |
| Choose candidates for appointment | School with advice from IMED and SESD |
| Make initial offer to successful candidate | IMED |
| Send formal offer | SESD/Head teachers responsibility to trigger process via standard procedure. And also to liaise with new teacher |
| Initiate police checks | IMED |
| Notify unsuccessful interviewees | IMED |
| Receive and process expense claims | IMED |
| Arrange travel, visa etc | SESD Head teachers responsibility to lead transfer and liaise with appointed teacher |
| Issue contracts | SESD Head teachers responsibility to monitor and follow up |

# This is aligned to the Shell recruitment process as outlined in their document ‘recruitment of Teaching Personnel for Shell Schools’:

**Attraction and Applying**

External advertisement.

IMED prepares an external advertisement adhering to the Shell marketing standards.

Shell Education Services Department approves external advertisement.

IMED posts external advertisement on their website and in relevant press e.g. TES.

Screening

IMED collects & screens applications based on minimum screening criteria.

Telephone interviews

IMED interviews applicants & forms a pool based on the interview results. See appendix 19.

**Vacancy Planning**

Vacancy identified and approved

Head teacher identifies a vacancy.

HR Manager of the BOU approves the vacancy.

Hiring request (Vacancy notification form – see appendix 22)

Head teacher sends a hiring request to IMED Education with a copy to line manager,

HR in the business and Shell Education Services Department.

IMED collects all the hiring requests and reports them to Shell Education Services

Department.

**Selection & Interview**

Short list

IMED selects applications from the pool, verifies the latest status & prepares a short

list of applicants.

IMED provides Head teacher & Shell Education Services Department with the short list of candidates, interview reports.

Short list review

If necessary head teacher interviews candidates on telephone.

Shortlist sign off

Head teacher &IMED Education approve candidates for final assessment from a shortlist presented by IMED Education.

Shell Education Services Department conducts peer review once IMED Education has invited candidates to the final assessment.

**Assessment**

Final assessment

Head teacher, Shell Education Services Department, any additional assessors and, if required, functional experts conduct final assessment with each candidate.

Decision to hire

Head teachers, Shell Education Services Department and, where applicable additional functional expert review all results after final assessment and come to hiring decision at the wrap-up meeting, or within 1 working day.

**Hire**

Offer

Shell Education Services Department recommends a salary level.

HR Director/Manager of the BOU approves the salary level.

Shell Education Services Department negotiates with the candidates.

Offer generation

HR in the business initiates an offer & contract documentation through HR servicesdesk (KW and/or KL).

HR in the business initiates together with the Head teacher ensures the progress of the transfer and reports to the Shell Education Services Department on the progress.

HR services desk (KW and/or KL) sends the offer and contract letters to candidate and handles the transfer process.

Reference checks/Police checks

IMED initiates reference & police checks in parallel with offer generation.

Transition to on-boarding

* Head teacher and HR in the Business monitor the transfer process & on-boards

the candidate.

**Roles and responsibilities.**

Shell has designated different roles and responsibilities to different groups of people. They are:

**Shell Education Services Department**

**Role** – Shell HRR/R Education Services Department have an advisory role, ensures high standards & maintains the overall quality of the teaching skill pool, owner of the global contracts with the suppliers, custodian of the recruitment procedure, standards, competencies and job descriptions for teaching personnel.

**Responsibilities**:

Provides general guidance in the recruitment process of teaching personnel.

Approves deviations in the job descriptions.

Approves the advertisements (together with the HT) Approves list of the candidates for a final assessment.

When necessary, participates in final assessments as a trained assessor and a functional expert.

Recommends salary level, liaises with HRiB in BOU.

Makes a verbal offer and negotiates with a successful candidate.

**Head teacher**

**Role** – the line manager and the owner of a vacancy

**Responsibilities**:

Identifies a vacancy.

Adjusts a general job description to a specific vacancy.

Initiates the recruitment process.

Interviews the short listed candidates on telephone (if necessary).

Approves (together with Shell Education Services Department) the list of the candidates for the final assessment.

Participates in the final assessment as a functional expert.

Contributes to decision on the candidates (hire/regret, salary level).

Initiates the offer process.

Ensures the progress of the transfer.

Reports to SESD on progress of transfer.

On-boards the new staff member.

**HR Director of OU**

**Role** – line manager of head teacher

**Responsibilities:**

Signs off a vacancy based on the request from the head teacher.

Contributes to the final decision on the salary of the successful candidate recruitment of teaching personnel for shell schools.

**HR in the Business (HRiB)**

**Role** – operational support

**Responsibilities**:

Aware of the recruitment process and on-going recruitment progress.

Initiates the offer process via HR Online or other local system or practice.

Liaises with the head teacher and HR services desk and ensures that the transfer process is completed on time.

On-boards the new staff member together with the HT.

**HR Services Desks (KW and/or KL)**

**Role** – operational support during the transfer process

**Responsibilities:**

Prepares employment documentation and handles the transfer process.

**Supplier (Recruitment Agency)**

**Role** – Supplier of the candidates from candidate pool

**Responsibilities**:

Maintains the candidate’s pool.

Advertises vacancy for the teachers’ pool on behalf of Shell.

Screens applications.

Conducts screening interviews and provides interview reports.

Recommends the shortlist of the candidates.

Arranges final assessments in conjunction with SESD.

Facilitates final assessments.

Participates in the final assessment as a functional expert.