



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.

Manpower planning

The Director/Principal of the Institute(s) in consultation with the Dean(s) and Head of Department(s) shall put together Annual Manpower plan. This will be derived from the requirements of the Strategic plan that is approved by the Management and the actual effort credit based on the utilization of existing faculty. The outcome of this Annual exercise will result in Manpower plan.

Hiring plan should include new positions and vacancies arising due to faculty members' promotion, leaves, resignation, or separation as well as the future growth plans of the Institute. All plans for hiring should be reviewed by Human Resources and approved by the Management prior to start of the Recruitment Process.

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:
Initial baseline	Nov 2019	Josmi Joseph, Manager HR