

DOCUMENT TITLE	Recruitment and Selection Procedure	DOCUMENT Ref. GLTI-POL-HR-18
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Recruitment and Selection Procedure

1. Purpose & Scope

This procedure outlines a fair, standardized process for attracting, assessing, and hiring high-caliber individuals at Green Line Training Institute. It ensures compliance with labor laws, supports equal employment opportunity (EEO) principles, and aligns candidate qualifications with institutional standards—such as the specific requirements detailed in our *Staff Training Matrix*.

This procedure applies to all permanent, temporary, full-time, and part-time hires across all departments.

2. The Recruitment Workflow

1.Requisition & Approval:Step 1.

The Department Head identifies a vacancy or a new role requirement. They submit a **Personnel Requisition Form** along with a draft Job Description (JD) to Human Resources (HR) and Executive Leadership for budget and structural approval.

2.Sourcing & Job Posting:Step 2.

Once approved, HR publishes the vacancy. Jobs must be posted internally for a minimum of 5 working days to promote upward mobility, alongside external postings on professional job boards, local networks, and the Institute's portal.

3.Screening & Longlisting:Step 3.

HR conducts initial CV filtering against minimum criteria (e.g., verifying that a Mechanical Trainer candidate possesses the minimum 2 to 5 years of industry experience required by policy). A longlist of qualified applicants is compiled.

4.Initial Assessment & Shortlisting:Step 4.

Candidates undergo a brief initial screening (phone or video call) to verify salary expectations, notice periods, and cultural alignment. HR and the Department Head then collaborate to select the top 3 to 5 candidates for formal interviews.

5.Panel Interviews & Practical Trials:Step 5.

Shortlisted candidates face a formal panel interview (minimum 2 panellists). For academic or technical roles (e.g., IT or Mechanical Trainers), a **micro-teaching session** or a **practical lab demonstration** must be conducted to assess pedagogical capability.

6.Reference & Background Verifications:Step 6.

Before an offer is finalized, HR must conduct thorough background checks. This includes verifying academic degrees, technical certifications, past employment references, and executing standard criminal/safeguarding checks required for working in an educational institution.

7.Offer Formulation & Onboarding:Step 7.

A formal offer letter is extended to the selected candidate. Upon acceptance, the candidate enters the structured onboarding pipeline, initiating the mandatory 30-day compliance training block (Work Ethic, Learner Welfare, and Resit Policies).

3. Equal Opportunity and Diversity

Green Line Institute is an equal-opportunity employer. All recruitment choices must be based entirely on merit, competence, and qualifications.

- Panellists must use standardized scoring sheets during interviews to eliminate implicit bias.
- Interview questions must focus solely on the core competencies required for the position. Questions regarding an applicant's marital status, religion, age, or plans regarding a family are strictly prohibited.

4. Documentation and Record Retention

To maintain transparency and satisfy potential audit requirements, HR will securely archive all documentation associated with a recruitment cycle—including applications, panel scoring summaries, reference check logs, and interview notes—for a minimum period of **two years** following the date of the hiring decision.