



WOODRIDGE COLLEGE
Celebrating the Woodridge Experience

RECRUITMENT PROCEDURE

1. The hiring form must be completed in the event of a vacancy arising. The hiring form must be approved by the Business Manager and Headmaster. Upon approval the form must be submitted to Human Resources.
2. Upon receipt of approved hiring form, Human Resources must return the form back to the initiator of the recruitment process.
3. A job profile must be compiled for the vacant role together with the Head of Department, the current incumbent and Human Resources. The job profile must include performance parameters.
4. Compilation of the advertisement needs to be coordinated through Human Resources together with the appropriate Head of Department on a standard advertisement template.
5. Once advertisement has been approved by the Head of Department, appropriate platforms for posting the advertisements must be investigated in order to reach the target groups Woodridge wishes to attract in their recruitment process in line with Equity requirements. The media could include the ISASA website, Gumtree, printed press and recruitment agencies (recruitment agencies may only be used when all other avenues have been explored and proved to be unsuccessful in securing a candidate, with prior approval by the Head of Department and the Business Manager). Human Resources will initiate this process if required.
6. All Curriculum Vitae received must be forwarded to Human Resources to be collated on a spread sheet including biographical data, experience and equity information.
7. Human resources must forward collated CV's and spread sheet to Head of Department for shortlisting for interview purposes.
8. A competency based interview questionnaire must be drawn up in consultation with the Head of Department based on the requirements and job specification of the role.
9. This standardised questionnaire must be used consistently across the board for all candidates being interviewed.
10. Human Resources must participate in all scheduled interviews.
11. Interviews must be one on one where practical, alternatively, Skype may be used for candidates not within the Eastern Cape geographical area.
12. Human Resources must set up all interviews according to a time schedule suitable to the participants of the interview panel.

13. Upon completion of interviews a shortlist of final potential candidates must be drawn up by Human Resources together with the input of the Head of Department.
14. Psychometric assessment may be conducted in the case where the role is of a senior nature or where there is uncertainty with regards to selecting a suitable candidate.
15. Human resources must do reference checking (at least 2 independent references), credential checking and ensure that certified copies of educational qualifications, Public Driving Permit, SACE registration and a sexual offenders clearance certificate are submitted by the applicant.
16. Any appointment of a non-equity candidate must be presented to the Equity Committee for information sharing purposes, before the offer is extended to the candidate.
17. Form to be designed to determine the salary offered.
18. Once a candidate has been identified, Human Resources must to draw up a contract of employment. Once this has been signed by the Head of Department or the Headmaster, Human Resources will extend the offer to the applicant for consideration.
19. Upon acceptance, HR must forward the contract and related documents to pay roll for processing.
20. All documents pertaining to the selected candidate (CV, References, Documents, Clearance certificates, Identity Document, Benefits forms etc.), must be scanned and saved to the HR Folder.
21. Human Resource to open up a personnel folder containing certified copies of all pertinent documents (Identity document, Drivers' licence, Public Drivers' Permit, Educational qualifications, SACE Registration, Sexual offenders' clearance documents, CV, Benefits forms etc.)
22. Human resources must upload biographical data to pay roll HR Spread sheet.
23. Human resources must regret the unsuccessful candidates who were interviewed via a letter or e mail.
24. A file must be compiled with copies of the candidates' that were interviewed CV's together with interview questionnaires and kept for a period of 2 years.
25. Prepare an announcement with a photograph and biographical information to be circulated by the marketing department to all staff and parents upon commencement of incumbent.