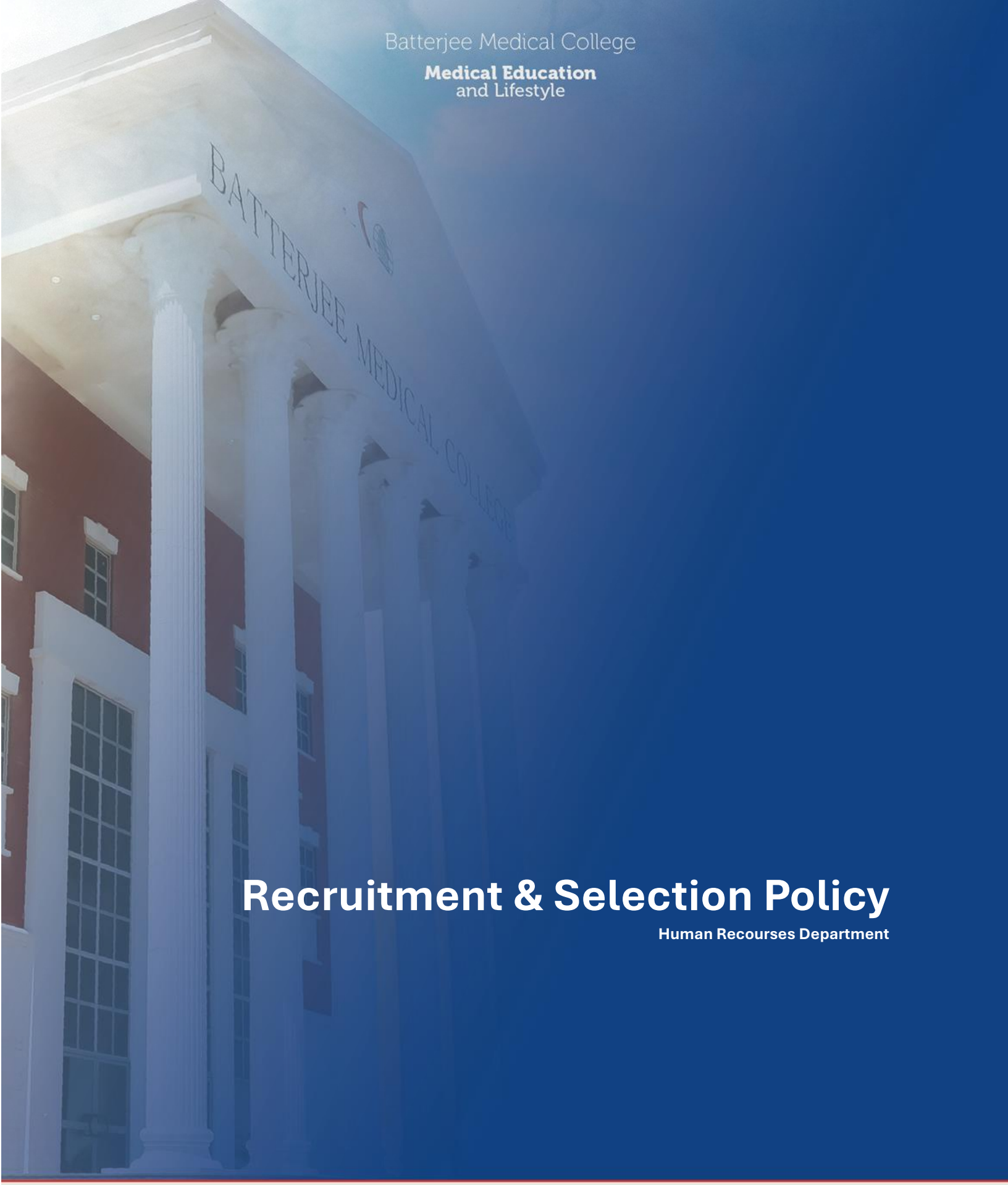
Batterjee Medical College

Medical Education
and Lifestyle



Recruitment & Selection Policy

Human Recourses Department

BMC
كليات البترجي الطبية
BATTERJEE MEDICAL COLLEGES
SCIENCE AND TECHNOLOGY

Accreditations

BMC.edu.sa

Introduction:

Overview:

Stemmed from workforce planning, recruitment & selection is a vital process for every organization aimed towards finding the right people for the right roles at the right time. It is a prerequisite for organizational success as human capital is one of the key drivers of success in the educational sector. Good recruitment & selection practices ensure that the workforce has the relevant skills, abilities, and overall profiles necessary for the organization's current and future needs.

Recruitment involves the development of suitable techniques for attracting more candidates to a vacancy, while the process of selection involves identifying the most suitable candidate for the vacancy. Recruitment precedes the selection process and is purely HR function. The selection process, on the other hand, involves a hiring committee and is only considered completed when a job offer is created and accepted by the selected candidate.

BMC must be able to attract, select and appoint the best possible candidates in a timely manner for all positions across all levels within the College for it to remain competitive in the future and deliver on its strategic plan. It is, therefore, critical that the College has a range of approaches to attract and appoint the highest calibers both externally and internally.

Purpose:

The purpose of this policy is to define a framework that clearly outlines BMC's recruitment methods and practices to promote consistency, transparency, compliance, and adherence to labour laws. It further provides a range of recruitment options for the HR and management to utilise towards enabling them to adopt strategies that optimise the competitive positioning of BMC while ensuring employer branding, merit, equity & diversity, fairness, transparency, and responsiveness are balanced with operational demands.

Scope:

This policy applies to all Colleges, Divisions, Academic Programs, and Departments of BMC. It covers all activities that form part of the recruitment and selection process. It is applicable to all staff recruitment except casual/part-timer staff. In order for the policy and procedure to be effective, it is essential that any employee who is involved in any aspect of the recruitment and/or selection of staff is aware of this document and follows it.

1. Definitions:

1.1 **BMC:** Batterjee Medical College
1.2 **GOSI:** General Organization for Social Insurance
1.3 Workforce Plan: Annual plan formed to Manage & determine needs and demands of BMC headcount.
1.4 **Approved positions:** Position that is officially approved, budgeted & included in the annual manpower plan.
1.5 **Non-Budgeted Positions:** Position that is not budgeted nor included in the annual manpower plan due to unpredicted, emerging business needs, & requires a special exception to be approved
1.6 **Full-Time Hires:** Officially hired employee under BMC full time contract that is entitled legally to all benefits, & covered under its polices & procedures.
1.7 **Part-Time Staff:** Unofficially hired employee with flexible less working hours, and special pay rate in exchange for a temporary service.
1.8 **Internal Candidate:** Active employees with potential to be rotated, promoted, transferred into another vacant position inside BMC
1.9 **External Candidate:** Ex-employee or Brand-new Candidate who has the qualification & potential that matches a vacant position in BMC.
1.10 **Expatriate Candidate:** Potential qualified Non-Saudi Candidates located outside of KSA.
1.11 Disabled Candidate: Applicants that are officially categorized & registered by HRSD as disabled.
1.12 **Hiring Committee:** A group of specific individuals selected especially to interview, evaluate, select a potential applicant.
1.13 **Hiring Manager:** Owner of the vacant position in a specific program or department, responsible for managing his/her team headcount to assure work consistency, usually HOP/HOD.
1.14 **Recruitment agency:** Business partners who provide international recruitment services as a third party.
1.15 **International Recruitment:** Recruit foreign talents internationally, from outside KSA to join BMC
1.16 **Published Vacancy:** Vacant job position that is publicly advertised and visible in recruitment portal/ website.
1.17 **Screening Process:** The stage of searching the right candidate profiles that match with Job Description & specification.
1.18 **Moonlighting:** Performing and engaging in an extra official Job outside of BMC with other companies or third parties.



2. Policy Statement:

2.1 Recruitment & selection shall only be performed when actual, real business need arises and as per the approved workforce plan, and in a way that delivers value for BMC both in the short-term and long-term.

2.2 All recruitment & selection efforts shall fully comply with applicable Saudi Labour laws, Ministry of Education regulations, and internal standards and guidelines.

2.3 The HR Department is responsible for all recruitment & selection activities and for approving all employment commitments including salary, position classification, and any special conditions of employment. Therefore, offer letters and employment contracts shall only be issued by the HR department in accordance with the approved templates and signed off by the concerned Dean or as per the established signing authority.

2.4 The HR Department performs the role of a facilitator for the recruitment process; but the selection of candidates is the hiring committee's decision.

2.5 All recruitment activities shall be within the approved workforce plan. Recruitment of non-budgeted positions shall require special approval from the relevant signing authority.

2.6 BMC shall adopt best-practice, fair, and consistent methods of recruitment and selection towards selecting the most suitable candidate to meet the requirements of the job.

2.7 Without compromising the academic and business vision & standards of the college, BMC shall give preference to hiring qualified Saudi nationals and those who are treated as such over expatriate candidates. Minimum experience requirements may be lowered or in exceptional cases waived all together when hiring qualified Saudi employees.

2.8 Without compromising the academic and business vision & standards of the college, BMC shall give preference to hiring internal candidates over external candidates.

2.9 All recruitment efforts shall commence once a hiring requisition is raised and approved by competent authority; and no recruitment efforts shall be initiated prior to the receiving of the requisition.

2.10 Recruitment shall be exercised solely for approved positions in BMC organogram with approved job description and job code. If in any case an approved requisition is raised for a new position that has no job description or without a job code, then the HR department shall only start recruitment efforts after the position is analysed and issued a job description and job code.

2.11 All recruitments should comply with the verification of GOSI and other labor laws prior to issuance of job contracts.

2.12 All new hires shall be fully engaged with BMC and have no commitments with a third party, including educational/training commitments. Moonlighting is not permissible in any case for new full-time hires.

2.13 Employment may be contingent upon a post-job offer medical examination. If required, the cost of the medical examination for visa purposes will be at the expense of the candidate, while medical examination in Saudi Arabia prior to contract will be at the expense of BMC.

2.14 All advertised vacancies will be posted on BMC website/portal; academic, research and teaching vacancies, plus executive/managerial roles may also be advertised on licensed professional recruitment websites such as bayt.com LinkedIn. All advertising must be cost-effective and agreed upon in advance.

2.15 When publishing a vacancy to attract the widest range of high-caliber applicants, the advertisement shall be as specific as possible in terms of the main duties & responsibilities and job-related requirements without making any personal/non-job specific requirements such as age, gender, specific nationality (except Saudi), or physical attributes etc.; and shall be written in a way that promotes BMC as an employer of choice.

2.16 Some of the key requirements to be considered when publishing a vacancy are number of published research, specialization for educational attainments, professional classification/licensing, completion of specific training, language etc.

2.17 The HR Manager may choose not to post or publish a given vacancy and rely on the internal CV pool, search engine websites, or headhunting if publishing the vacancy wouldn't be in the best interest of BMC.

2.18 Whenever a vacancy is to be published, and depending on the urgency and time frame, the HR department shall first announce the vacancy internally as it can be a great source for talent and as it may generate promotional opportunities and internal mobility for BMC employees. The internal announcement shall be made for at least three business days before other sources are used if there is enough time for hiring before the target date.

2.19 The recruitment team shall screen applicants to verify if the applicant matches the job requirements and his/her readiness to join within the time frame. Shortlisting shall be based on the screening process and a minimum of three shortlisted candidates shall be taken to the next stage before the team cease to screen applicants.

2.20 Selecting the right candidate is important to align BMC hiring with the short- and long-term goals and objectives, and evaluating candidates' complete set of knowledge, skills, and abilities thoroughly shall not be compromised. Therefore, selecting from the shortlisted candidates shall be through predefined committees to improve the decision and minimize selection biases, as per follow:

- Committee A: Board of Trustees, who are responsible for selecting Chief Executive & Academic Officer, College Deans and Vice-Deans.
- Committee B: Consists of the CAEO (Chairman), Functional Executive Officer/Director, College Deans, and HRM. Committee B is responsible for selecting senior-level positions (Grade---) and leadership roles, HOPs, and Key managerial levels.
- Committee C: Consists of Dean (Chairman), HOP / HOD, and HRM. Committee C is responsible for selecting College-level employees (Grade: ---) who have no direct reporting relation to the Corporate Office.
- Committee D: Consists of HRM (Chairman), HOD, and direct supervisor. Committee D is responsible for selecting college-level employees (Grade: ---) who have no reporting relation (direct or indirect) to the Corporate Office.

2.21 The HR department shall update the Committees and its members annually at the time of the workforce planning. Any committee member may invite and/or delegate another employee with valuable expertise to attend the interview if there is no objection by the applicable Committee Chairman.

2.22 International Recruitment is permissible when hiring qualified Saudi/local-expat candidates is relatively hard or when there is substantial cost saving that can be realized when hiring from abroad. However, all international recruitment must be through a licensed recruitment agency that are authorized to recruit and process work visas by the Saudi Embassy in the targeted country. Dealing with a single agency is not permissible due to risks associated with exclusivity, and the HR department must maintain at least two agencies in any given country it intends to recruit from. Selection of a recruitment agency shall be based on its competencies in sourcing for Saudi Market, years of experience, and outreach. All dealing with recruitment agencies shall only be conducted after signing an approved service level agreement. The HRM is the accountable person to manage the business relationship with all recruitment agencies.

2.23 Employing relatives and first & second-degree relatives at BMC is strongly discouraged as it does not reflect good business practice and may lead to conflict of interest and nepotism. If hiring relatives is deemed necessary and is in the best interest of BMC at the time of hiring, the HR Manager must obtain approval from selection Committee B before proceeding with the job offer. If approved, the newly hired employee shall not be allowed, at the time of hiring or throughout his/her tenure

with BMC, to work in a position in which he/she reports directly or indirectly to a relative or a family member.

2.24 If the relationship between two employees comes to existence after the time of hiring, both employees shall disclose the relationship and its nature to the HR department and the HRM shall immediately take the necessary measure to ensure that no direct or indirect reporting relation exists between the two employees as this may negatively impact the working environment of the college.



2.25 It is mandatory that all hiring managers & senior staff disclose all relationships with individuals employed or yet-to-be employed by BMC. This includes generally, but not limited to, family members, first- or second-degree relatives, close friends, and business partners.

2.26 Rehiring employees is not permissible at BMC except in circumstances in which it is in the best interest of BMC; in such cases, the written approval shall be taken by the CAEO only if the employee was on good standing and wasn't terminated nor resigned; and the employee will be rejoining BMC after completing three years. If rehired, the employment contract shall stand as a new contract without violating MoL laws & regulations, and contractual details are to be based on BMC current salary scale and hierarchy.

2.27 Credential verification and reference checks are mandatory and are the responsibility of the HR department. The credential verification covers all educational attainments, specific required certificates/diplomas, and prior experiences. The reference checks verify the candidate's behaviors, accomplishments, and attitudes on previous jobs, as well as confirm positions, durations, and important accomplishments mentioned in the interview or on the CV that contributed to the selection decision.

2.28 Reference checks are best handled in writing and ONLY after obtaining the prior permission of the candidate in writing.

2.29 Academic title verification is the responsibility of BMC's academic office, and the HR department shall obtain the academic title from the academic office before sending the job offer to the candidate whenever the candidate doesn't submit an experience letter (attested if obtained abroad) from a recognized university clearly stating the academic title, the date the candidate was given the academic title, and the academic title promotions record, if any.

2.30 All newly hired individuals (or those rehired after termination of employment) shall be placed for a minimum (90) days probationary period. This period may be extended for another (90) days if necessary; however, such extension shall only be written. Employees who are promoted or transferred shall be provisional until the successful completion of (90) days in the new position, after which their contract is amended.



2.31 BMC shall seek to recruit the best candidate for the job based on merit; and shall encourage the recruitment of staff with disabilities and will make reasonable adjustments to all stages of the recruitment process and as required for a successful candidate with a disability to undertake the post.

2.32 BMC shall provide appropriate training, development, and support to those involved in recruitment and selection activities. All Committee members and recruitment staff must complete a recruitment and selection course/workshop at least once every year.

2.33 BMC shall treat all candidates fairly, equitably, and efficiently, with respect and courtesy, aiming to ensure that the candidate's experience is positive, irrespective of the outcome.

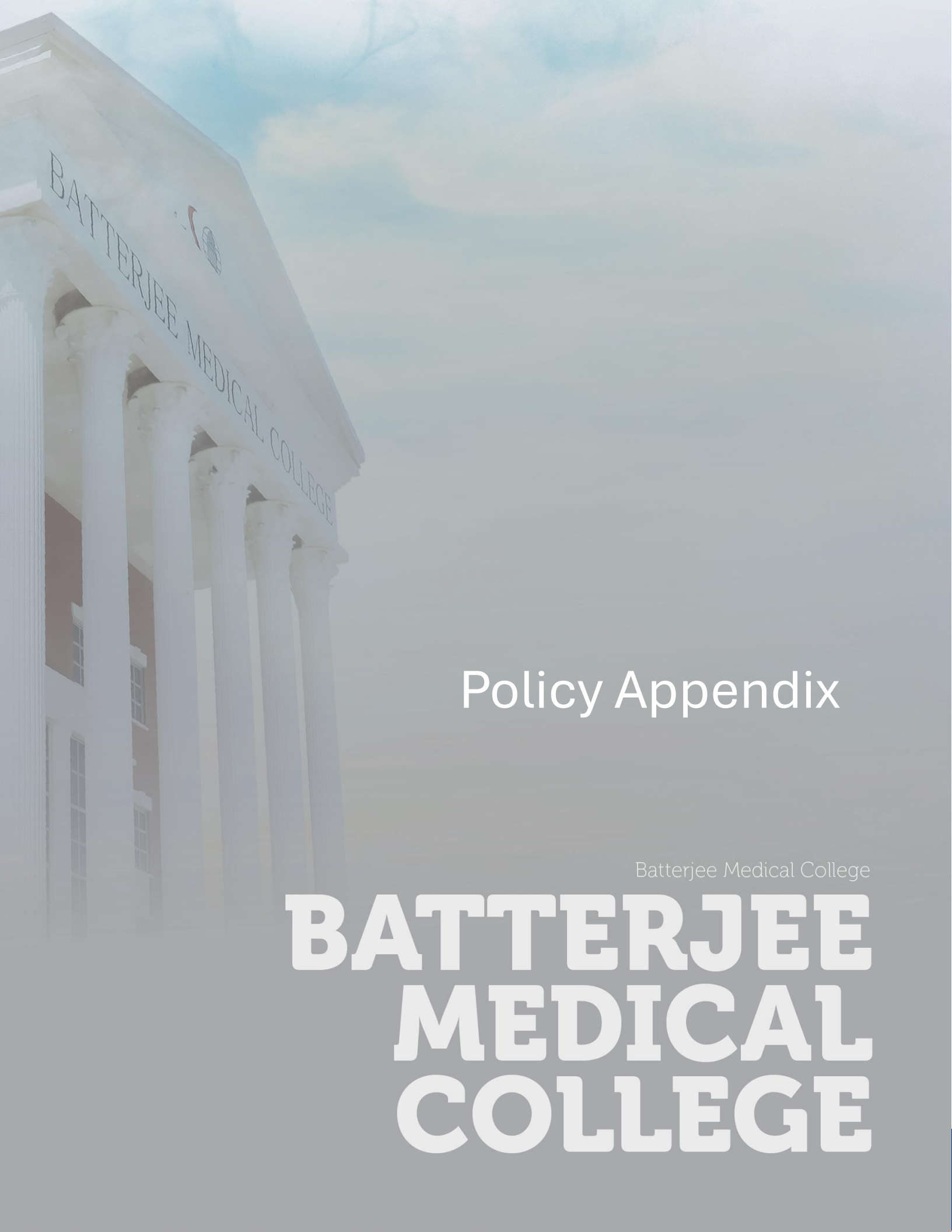
2.34 Expenses to attend interviews are normally NOT paid by BMC except when specifically requested by the Chairman of Committees A & B. In such cases, BMC shall book the travel to the interviewee and pay a daily allowance per the business travel policy for a maximum of one day.

2.35 Any part or section of this policy shall be deemed void with immediate effect whenever it violates or conflicts with any governmental laws & regulations pertaining to it.

End of Policy.

Policy Reference				
Policy Code: ADM-HR-004	**Effect Date**	01/01/2024	**Review Date**	01/01/2027

Policy Approvals			
Name	**Job Title**	**Signature**	**Date**
Ms. Abrar Alhamyani	Recruitment Lead	Alhamyani	10/24/2024
Mrs. Nada A. Alghamdi	HR Manager		10/24/2024
Mr. Ghaze I. Al-Nasairi	COO	Ghaze Alnasairi	10/27/2024
Dr. Osama A Kensara	CAEO		10/28/2024



Policy Appendix

Batterjee Medical College

BATTERJEE MEDICAL COLLEGE

Recruitment & Selection Procedure	
Procedure	**Responsibility**
1. Requisition Request Procedure (Driven from approved Workforce Plan): 1.1 Receives a requisition request throw Recruitment system from hiring Manager. 1.2 Check if requisition request is matching the approved Manpower Plan, have a special approval (for non-budgeted positions) or not. 1.3 Check if Job title is included in BMC Organogram (Including available JD, Job code). 1.4 Check if job title is complying with HRSD, GOSI, and Saudi Standard Classification of Occupations. (To engage in Saudization calculations). 1.5 Accept or decline Requisition along with justification if declined). 1.6 Complete acceptance of Requisition shall grant the approval of (HRM, Dean, COO).	HRM Dean COO
2. Recruitment Process: 2.1 Select an updated Job Description from (Job Template list) in Recruitment System that matches with requested position. 2.2 Recruitment Lead will meet with the hiring manager to identify the best profile, criteria, classifications of potential applicants and to make sure that given inputs are matching with available JD specifications/classifications. 2.3 Approved Requisition shall be posted & published online in recruitment portal. (HRM might publish or not depends on vacancy sensitivity). 2.4 Recruitment Lead will assign the ownership of opened positions to one of the recruitment team.	Recruitment Lead Hiring Manager HRM Recruitment Specialist
3. Filtration Process: 3.1 **Filtration of Internal applicants:** 3.1.1 Start filtration based on internal pool of talents. 3.1.2 Determine the best fit profiles for the vacant position. 3.1.3 Communicate with concerned HOP /HOD the opportunity published and possibility to move the nominated employee for the purpose of (transfer / promotion/ succession). 3.1.4 Take HOD/HOP recommendations & approval. 3.1.5 Communicate with employees and check the interest of succession/promotion to higher position/upgrade. 3.1.6 If employee applied already, to check if the profile matches the Job requirements & include him/her in the selected applicants. 3.1.7 In case if the profile is not matching, recruitment specialist will send an apology email to the employee and justify the reason.	Recruitment Specialist HOD/HOP Recruitment Lead

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3.2 **Filtration of External Applicants:** 3.2.1 Start Sourcing applicants and filtration from recruitment portal/recruitment agencies. 3.2.2 Using job requirements & job specifications mentioned in JD for filtration. 3.2.3 Filtering all applied applicants and classify each profile based on criteria of (qualified /non-qualified). 3.2.4 Double check the (do not hire list) provided by the Ministry of higher education for faculty members positions. 3.2.5 Double check if applicant is X-BMC employee or not before phone screening. 3.2.6 Start Phone screening for qualified applicants using the Phone screening list of questions and the standard phone screening transcript.	
4. Interviewing Process: 4.1 Recruitment Specialist shall determine the Interviewing committee (A, B, C, D) based on (Job Level). 4.2 Starts scheduling the interview first with Recruitment Lead and verify all applicants are meeting the requirement and ready to rise them to the hiring committee. 4.3 Schedule the interview with selected applicants (minimum of 3 qualified applicants per vacant position).	Recruitment Specialist Recruitment Lead Hiring Committee
5. Acceptance of Applicant: 5.1 To start collecting hiring documents by sending the (document collection email) to accepted applicant. 5.2 To include & final verification on below main documents: – CV. – Job application. – Attested Educational Certification. – Experience Letters. – Academic title letter (of faculty members). – Other certifications (Training Courses, Workshops, research...etc.). – Related Profession accreditations (SCHS/ SCE/MOJ/SOCBA...etc.). – Reference checkup. – Relationship checkup. – Medical examination checkup. – Governmental Documents (Iqama/ Passport/ Visa).	Recruitment Specialist

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6. Hiring of Accepted Applicant: 6.1 Preparing Job offer. (Contain approved job title, academic title- if faculty, Department/Program, Direct Manager, starting date). 6.2 Determine the financial Package from HRM. 6.3 Determine the starting date & confirm it with hiring manager, applicant & HRM. 6.4 Sing the Job offer from Dean of BMC after the applicant verbal acceptance. 6.5 Sending the Job Offer to applicant (if outside of city or country). 6.6 Invite applicant to sign the job offer physically if he/she is a resident of same city of BMC.	Recruitment Specialist HRM Hiring Manager Dean
7. Onboarding: 7.1 Before new employee arrival, to send a first working day email to: IT support, Maintenance, Personnel, fixed assets, hiring manager stating first working date, new joiner Name, email & mobile number, the office location & number , department or program, job title, employment id. And to make sure office, computer and welcoming kit is ready and in place. 7.2 To send Official welcoming new employee email on first working day using the approved welcoming template. 7.3 Taking the new joiner for a college tour to visit all college facilities, departments, programs, lounge areas, breaktime areas, meeting with HOP/HOD & colleagues. 7.4 Sending the new joiner documents to personnel officer to complete the remaining process. 7.5 Creating BMC and Qiwa contract, maintain signatures of the new employee & CAEO along with BMC Stamp. 7.6 Registering the new employee to GOSI/ Medical insurance / (HRDF if Saudi), issuing iqama for non-Saudi. 7.7 Registering the attendance of new employees in attendance system and create fingerprint. 7.8 Schedule the new employee for orientation. 7.9 New employee starts the 90 days probation period.	Recruitment Specialist Personnel Officer CAEO Gov. Relations Officer Fixed Asset Officer IT Support Support Services Officer
8. International Recruitment: 8.1 To check visa availability of the vacant position with Gov. Relations. 8.2 If visa is not available, Gov. Relations officer shall start on issuing a new visa. 8.3 If Expat Applicant is already selected by BMC, Recruitment Specialist will send the documents directly to the recruitment agency in applicant home country. (Including the signed Offer/ contract attested by Chamber of commerce, and other needed documents. 8.4 If an applicant is provided by the agency, recruitment specialist shall implement the same interviewing process mentioned in this policy but through online interviewing applications (Teams, Zoom...etc.). 8.5 Recruitment agency shall start the processing of visa stamping, educational certificates validation & verification by Saudi embassy, Data flow report & medical examination checkup. 8.6 For faculty members selected applicant, recruitment agency must grant the academic letter of experience stating the official academic title, name of the university & the date of promotion or entitlement. 8.7 Once the applicant is ready to departure from his/her home country, recruitment specialist must arrange with the Agency and coordinate with personnel officer for booking the new employee arrival ticket. And the advanced housing allowance. 8.8 1st day of arrival, employee shall start the onboarding process.	Recruitment Specialist Gov. Relations officer Recruitment Agency

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9. Unapproved Headcount: 9.1 HRM Manager shall discuss any Hiring request that is out of the approve manpower plan, with college dean & Hiring Manager to justify the needs, reasons & urgency of the request. 9.2 To rise the unapproved manpower request along with justification and reasoning for COO, CAEO to maintain the needed approval. 9.3 If approved, HRM will update the manpower plan and include the approved headcount. 9.4 If declined/or made on hold, HRM shall communicate with college dean explain & clarify the reasons of hold or, rejection.	HRM Hiring Manager Dean COO CAEO
10. New Position Requisition Request: 10.1 If any requisition request of a new position that's out of BMC Organogram is received, HRM shall discuss the need, nature, responsibilities of the position. with hiring manager & dean. 10.2 Rise the results to corporate office (COO/CAEO) to study the new position request. 10.3 HRM Determine if it's included in the manpower plan or not, if not it will take the process of unapproved headcount first. 10.4 If approved, Recruitment specialist to start making job analysis and gather the required information from hiring manager including Job description. 10.5 Recruitment specialists will start forming the final JD draft and approves it by HRM 10.6 HRM shall create a new Code and update the organogram. 10.7 HRM will update the Manpower plan and send it to recruitment lead to proceed for the recruitment process.	HRM Dean Hiring Manager Recruitment Specialist COO CAEO
11. Re-Hiring X-BMC Employee Procedure: 11.1 HRM shall study the request of rejoining of X-BMC employee and assure the following: 11.1.1 Check reason of leaving BMC if terminated, resigned, or ended the service due not renewal from BMC or employee side, 11.1.2 Check the separation duration if it is below or above 3 years. 11.1.3 Check performance and history of employee contribution to BMC in past, like achievements and discipline record, attendance, performance ...etc. 11.2 Discuss the need of re-hiring with hiring manager, dean and assure BMC interests is placed first. 11.3 HRM shall raise the hiring request to CAEO & maintain the hiring approval.	HRM Hiring Manager Dean CAEO
12. Recruitment of staff Relatives: 12.1 HRM shall study the request of employing relative applicant and justify the needs and necessity of hiring with hiring manager. 12.2 If the applicant is in the best interest of BMC to hire, HRM shall obtain the approval of Committee B. 12.3 Recruitment Specialist to start Implementing the hiring process upon provided approval, start the applicant acceptance procedure mentioned in this policy . 12.4 Assign the selected relative in different department and not reporting directly or indirectly to his/her existing relative at BMC.	HRM Committee B Recruitment Specialist

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13. Recruitment of disabled applicant: 13.1 If selected applicant is disclosed his/her disability, recruitment specialist must determine the type of disability and if its compatible with vacant job nature and work environment by referring to & using the official guidelines provided by HRSD in such cases. 13.2 Recruitment specialist shall communicate with Maintenance, support services, Fixed assets any needed arrangement or equipment's needed for the selected disabled applicant and make sure to arrange any necessary requirements during hiring process & before joining date.	Recruitment specialist Maintenance Support Services Fixed assets
***End of Procedure .**	

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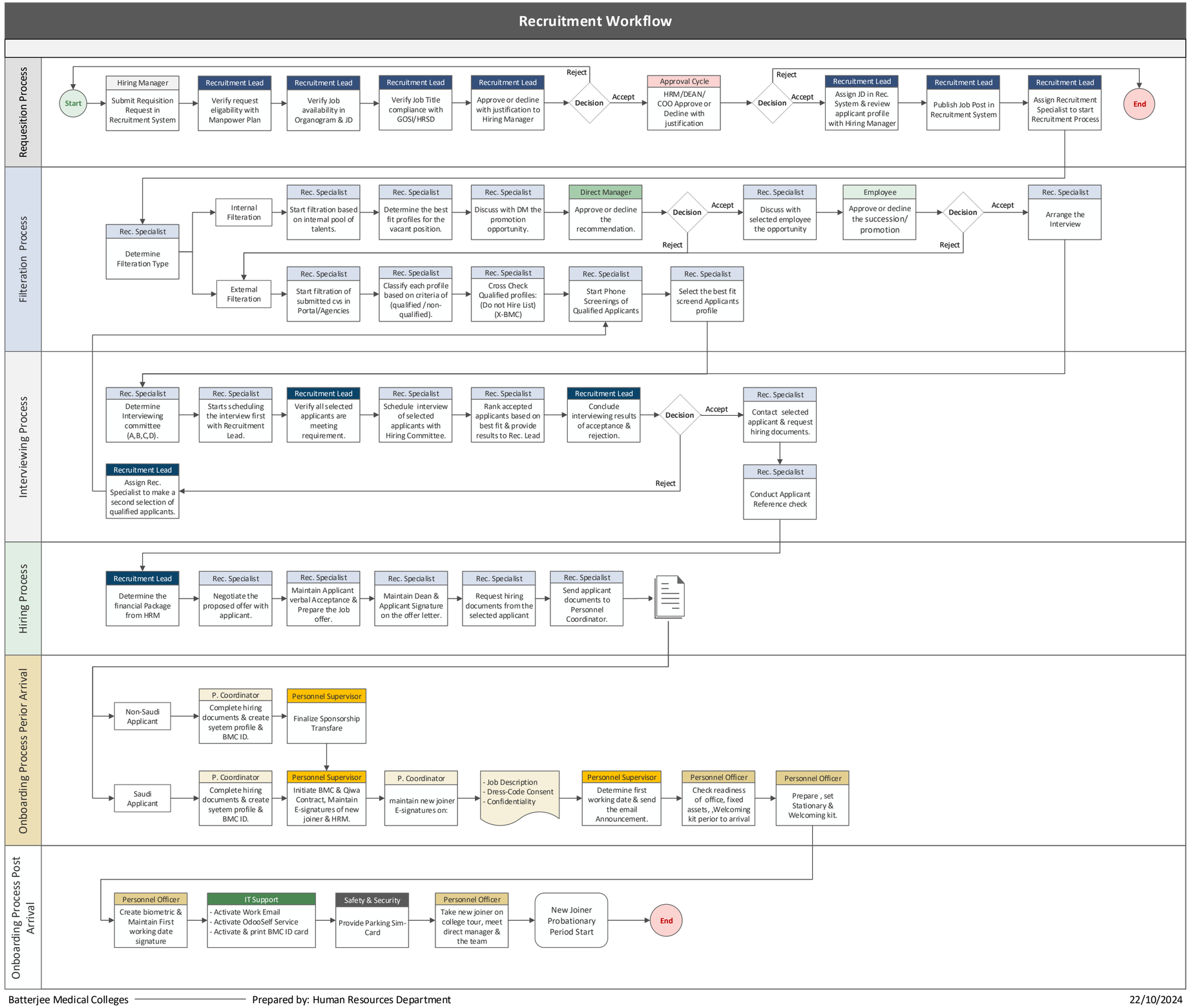
Recruitment Workflow



كليـــات البتـــرجي الطبـــية
BATTERJEE MEDICAL COLLEGES

PLEASE AFFIX PHOTOGRAPH HERE

Job Application Form

Position Applied For:	☐Full-Time	☐Part-time	☐Other (specify):

Applicant Information

First Name	*Middle Name*	*Family Name*	*Date of Birth (Georgian)*
Citizenship	*Gender*	*Marital Status*	*Number of Children*
I.D. Number	*Mobile Number*	*Email Address*	*Alternate Number*

Street	*District*	*City*	*Country*

Preferred Language of Correspondence (tick one):	☐English ☐Arabic	When will you be available to startwork?			
How did you hear about this job?	☐BMC Website	☐Someone in BMC	☐Walk-In	*Other, Please Specify:*	
Have you ever worked with BMC before or SaudiGerman Hospital Group?	☐Yes ☐No	Position:			Last Working Date:
Were you interviewed before by BMC?	☐Yes ☐No	For Which Position?			When?
Do you have any family members or relatives who work in BMC?	☐Yes ☐No	Name:			Position:

Education

List most recent education first. Mention the degree level, such as Diploma, Bachelor, Masters, etc. Mention the major and minor under field of study column. If you are still pursuing a degree, then please mention the expected date under graduation year. Specify the city and country under institution address.

Institution Name	*Degree*	*Field of Study*	*Graduation Year*	*Institution Address*

For Non-Saudi

Do you have sponsorship transfer?	☐Yes ☐No, Require Visa	How many times you have transferred sponsorships?	
Please specify the profession in Iqama:		How many dependents you have under your sponsorship?	

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BMC

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Employment History

List most recent employment first. Mention the last position title held with previous employers and include a brief description of the main duties you preformed

Employer Name & Address: _____ _____ _____ _____	Position Title & Duties:	Start Date:	End Date:
		Reason for Leaving:	
Starting Salary: SAR _____ Ending Salary: SAR _____	Supervisor: Mobile:		
Employer Name & Address: _____ _____ _____ _____	Position Title & Duties:	Start Date:	End Date:
		Reason for Leaving:	
Starting Salary: SAR _____ Ending Salary: SAR _____	Supervisor: Mobile:		
Employer Name & Address: _____ _____ _____ _____	Position Title & Duties:	Start Date:	End Date:
		Reason for Leaving:	
Starting Salary: SAR _____ Ending Salary: SAR _____	Supervisor: Mobile:		

References

List two individuals who can speak on your behalf about your work history and your knowledge, skills, and abilities. Listing individuals below means you agree to have them contacted in relation to this application. All reference checks will be conducted legally and in anethical manner and all information derived will remain confidential.

Name	Contact Number	Relationship	Profession	Years Known

Additional Information

Please provide any additional information you identify as being pertinent to this application form:

Declaration & Undertaking

I certify that the answers and the statements given by me are complete and true to the best of my knowledge. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the company and/or its agents to verify any of this information. I release all former employers, persons, schools, and companies from any liability for any damage whatsoever for issuing this information.

Signature Date:

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Interview Assessment Form

Candidate Information			
Name:		**Vacant Position**	
Age:		**Nationality**	
Gender:		**Interview Date**	

Assessment Criteria	Ranking				
	N/A	Poor	Good	V. Good	Excellent
Personal Measurements:					
General Appearance	☐	☐	☐	☐	☐
Confidence	☐	☐	☐	☐	☐
Enthusiasm	☐	☐	☐	☐	☐
Personal Skills:					
Intelligence	☐	☐	☐	☐	☐
Logic	☐	☐	☐	☐	☐
Ability To Learn	☐	☐	☐	☐	☐
General Information	☐	☐	☐	☐	☐
Leadership	☐	☐	☐	☐	☐
Communication Skills:					
Ability to Express	☐	☐	☐	☐	☐
Ability to Understand	☐	☐	☐	☐	☐
English Language Skills	☐	☐	☐	☐	☐
Qualifications & Experience:					
Relevance of Education / Training	☐	☐	☐	☐	☐
Practical Experience Relevancy	☐	☐	☐	☐	☐
Job Knowledge	☐	☐	☐	☐	☐
PC / Software Skills	☐	☐	☐	☐	☐
Self-Development	☐	☐	☐	☐	☐
Overall Assessment	☐	☐	☐	☐	☐

General Comments:

☐ **Recommend** ☐ **Not Recommend** ☐ **Back-Up**

Interviewed By:		**Job Title:**	
Signature:		**Date**	

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Phone Screening Form	
Position needed Information	
Request Date	
Requester (Dept/ Prog) Name	
Interviewed for the position of	
Applicant Information	
Applicant Name	
Nationality	
Gender	• Male • Female
Age	
Department	
Marital Status	
Number of Dependents	
Latest Qualification	• High School • Diploma • Bachelor • Master • PhD • Other
Academic Title	• Instructor • Lecturer • Assistant Prof • Associate Prof • Professor • NA
Notice Period of current Job?	
How soon you can Join BMC?	
Reason for leaving current Job?	
Is there any health Issues?	• Yes • No
Total Years of Experience	
Have you Worked before for BMC?	• Yes • No
If yes, please justify separation reason and time	
Do you have any relatives/ Friends works for BMC?	• Yes • No
If yes, kindly provide name …	
Current Salary	
Expected Salary	
For Expat Applicants	
Residency Current location	• Out-side KSA • Inside KSA
Residency Country	
Are you planning to bring your family under your sponsorship	• Yes • No
Residency Status Requires	• Visa • Iqama Transfer • Special Expat
Recruiter Comments:	

BATTERJEE MEDICAL COLLEGE

Applicant Document Collection Checklist				
Sr.	**CHECKLIST**	**YES**	**NO**	**NA**
1	Job Offer (Signed by Applicant).			
2	CV.			
3	Phone Screening Form			
4	Job Application Form.			
5	Interview Evaluation Form.			
6	Personal Professional Photo (Passport Size).			
7	Educational Certificates (Attested for Expats).			
8	Transcript.			
9	Academic Title Letter			
10	Experience Letter.			
11	Profession Accreditations (SCHS/ SCE/MOJ/SOCBA).			
12	Dataflow (For Health Specialties).			
13	Governmental Documents (Iqama/ Passport/ Visa/ Saudi ID).			
14	Other Certifications (Training Courses, Workshops, Research...Etc.).			
15	IBAN.			
16	National (& Home Country Adress for Expat).			
17	Driving License.			
18	Dependents (Iqama/ Passport).			
19	Medical Insurance Declaration Form.			
20	Reference Checkup.			
21	Relationship Checkup.			
22	Medical Examination Checkup.			

Recruiter Name	Signature

*Submitted Documents must follow the same sequence of the checklist.

BATTERJEE MEDICAL COLLEGE

Private & Confidential

Dear Mr., ** **** ****,** **Date:** 00/00/2000

On behalf of Batterjee Medical College (BMC), I am pleased to extend to you this offer of employment for your review and acceptance as per the details below:

Job Information	
Position:	
Reporting To:	
Department:	
Contract Period:	
Probationary Period:	
Working Hours:	48 hours/week
Salary Information	
Basic Salary	00,000 /SR.
Housing Allowance	00,000 /SR.
Transportation Allowance	00,000 /SR.
Position Allowance	00,000 /SR.
Total Salary	00,000 /SR.
Other Benefits	
Contract Type	Family Contract (Staff+ Spouse + 2 Children less than 18 years)
Annual Leave	30 days
Vacation Ticket	Annual Tickets
Medical Insurance	As per policy

Please note that this is a preliminary offer and should not be considered as a confirmation of employment and no benefits will be given if the official employment contract with BMC is not signed. Further, this offer letter is valid for (3) days, after which it shall be void if not signed and returned to: ****.******i@bmc.edu.sa

Please feel free to contact our recruitment team if you have any questions or concerns.

We look forward for your acceptance!

Sincerely,

Dr. Osama Kensara
Chief Academic & Executive Officer
BMC

Applicant Acceptance	
☐ I ACCEPT The Offer	☐ I DECLINE The Offer
Availability Date:	Reason:
Applicant Signature	

BATTERJEE MEDICAL COLLEGE

JOB DESCRIPTION (Job Title)	Code: 000 Date Issued:00/00/0000

JOB SUMMARY

- **Job Code:**
- **Grade:**
- **Program/ Department:**
- **Sub- Section:**
- **Direct Supervisor:**
- **Subordinates:**

JOB PURPOSES

Summary of Job Purpose

JOB DESCRIPTION

Geneal Responsibilities:
Job Responsibilities:
Other Duties & Special Assignments:

JOB SPECIFICATION & REQUIRMENTS

Qualification/Certification:	Specify Educational Level
Experience:	Number of experience years needed
Knowledge/Skills/Abilities:	List required skills and competencies
Languages:	Arabic and English
Travel:	Willingness to Business Travel.
Personal Competencies:	Personality Traits

COMMUNICATION CHANNELS

- **Internal:**
- **External:**

ACKNOWLEDGEMENT

I, the undersigned, hereby acknowledge that this job description has been explained to me by the Human Resources Department on ___/___/_____. All points unclear to me have been clarified according to the level of my understanding. I further declare that my job description is in accordance with the contract terms and conditions that I have signed and agreed with Batterjee Medical College, Saudi Arabia. I understand that a soft copy of this job description will be available on my HRIS portal.

Note: the intent of this job description is to provide a representation and a level of the types of duties and responsibilities that will be required of the position given this title; and shall not be considered as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this job description.

Employee Name	Date	Signature

BATTERJEE MEDICAL COLLEGE

Phone Call Screening Script	
Key Definitions:	
Phone Call screening Script	Is the way of how a recruiter is expected to reach the candidate by using a special professional communication criterion, and proper voice tone. Where it will reflect professionalism and presenting BMC in best image.
Screening Phone Interview	More in-depth detailed call, which holds all important questions proposed to candidate to determine if he/she is qualified or not, recruiter shall use the phone screening form as a main directory when staring the call the call.

Screening Phone Interview Guide:

Start of the Call (Introduction):

1- Prescreening call should start with an introduction from the recruiter with a special sequence of the conversation by using the (phone screening script), as below:

- Recruiter > Greetings, (Candidate name) this is (Recruiter name) (Recruiter Job title) from Batterjee Medical College.
- Recruiter> Is the calling time appropriate to discuss a job opportunity with BMC?
- Candidate > shall answer (yes or no).

  Candidate > If Candidate answer is “No”.
- Recruiter > To determine the appropriate time to schedule the phone call interview. / Or end if not interested.
- Candidate > If Candidate answer is “Yes”
- Recruiter > Ok great, I would like to give you a small brief about Batterjee medical Colleges:

  Batterjee medical colleges is one of the biggest leaders of health care higher education in the kingdom, the main college is located, in Jeddah city furthermore the college extended its branches to Aseer (Abha) and western region (Dammam). The college vision is to expand more to other regions inside and out-side kingdom of Saudi Arabia in near future. For this we are looking for someone who can join our success story & grow with us.

Mid- Conversation (about the job content):

- Recruiter > In this occasion, we had reviewed your CV carefully, and it looks it’s the best fit for the opening of (Job Title). But first I would like to ask a couple of questions if you don’t mind. (recruiter shall use the Phone screening Form).
- Candidate > (shall provide all needed answers).
- Recruiter > Are you interested to know more about the Job?
- Candidate > shall answer (yes or no).

  Candidate > If Candidate answer is “No”

  Recruiter > Ok Thank you (Candidate Name) for your time, we wish you all success, (end the Call) …

  Candidate > If Candidate answer is “Yes”
- Recruiter > Thank you (Candidate Name), let me explain the role of (Job Tile) & explain the job Description.

BATTERJEE MEDICAL COLLEGE

End of Phone Screening:

Recruiter > Thank you (Candidate name) for your time and availability to conduct this call, the given information will be reviewed by Recruitment unit, and if the profile succeeds, you might expect a second call from us during this week to determine the first initial interview.

Recruiter > Wish you all the best.

End the Call

BATTERJEE MEDICAL COLLEGE

First Working Date Email Template

Dear All,

On behalf of BMC, HR department would like to announce and welcome our new staff member: (Ms/Mr). *** *** ***, She/he will Join us on Sunday 00 of Aug 2000,

We are fully confident that (Ms./Mr.). *** ***, will be an excellent match for this position, and a strong asset to the department!

We appreciate your support. & hope to get the workstation ready before work begins.

Department	Task Responsibility
Support Services	Arrange office
Fixed Assets	Assigning assets: Office setup like furniture, fixtures, computer & phone, etc. as per entitlement
Personnel	Medical Insurance

Employee Information:	
Employee Name	***** *****
Government ID	**0000000000**
Mobile Number	**0000000000**
Personal Email	*********@gmail.com**
BMC ID	**2000000**
Office Number	**Main College, Third Floor, Office Number : 000**
Job Title	
Program	
Joining Date	**00 Aug 00**

Thank you for your usual support and cooperation.

- Email shall be sent from recruitment specialist to:
  - Support Services Supervisor
  - Fixed Asset Supervisor
  - Personnel Supervisor
  - IT Help Desc.
  - Direct Manager

  CC to: HR Dept.

BATTERJEE MEDICAL COLLEGE

Batteriee Medical College

Medical Education
and Lifestyle



BMC

كليـــات البتـــرجي الطبـــية
BATTERJEE MEDICAL COLLEGES
SCIENCE AND TECHNOLOGY والعلـــــوم والتكنولوجـــيا

P.O. Box 6231 Jeddah 21442 - King's Road Tower - Jeddah
Kingdom of Saudi Arabia

9200 33923
info@bmc.edu.sa
www.bmc.edu.sa

@bmcjed

Audit Trail

DigiSigner Document ID: c28049b9-4844-4ec5-9619-e5a8196d768a

Signer	Signature
Email: abrar.alhamyani@bmc.edu.sa IP Address: 87.101.143.26	
Email: nada.alghamdi@bmc.edu.sa IP Address: 87.101.143.26	
Email: ghaze.alnasairi@bmc.edu.sa IP Address: 87.101.143.26	
Email: caeo@bmc.edu.sa IP Address: 87.101.143.26	

Event	User	Time	IP Address
Upload document	gaidaa.alharbi@bmc.edu.sa	10/23/24 7:57:39 AM EDT	87.101.143.26
Open document	gaidaa.alharbi@bmc.edu.sa	10/23/24 8:01:32 AM EDT	87.101.143.26
Close document	gaidaa.alharbi@bmc.edu.sa	10/23/24 8:02:41 AM EDT	87.101.143.26
Send for signing	gaidaa.alharbi@bmc.edu.sa	10/23/24 8:03:12 AM EDT	87.101.143.26
Open document	abrar.alhamyani@bmc.edu.sa	10/23/24 8:05:27 AM EDT	87.101.143.26
Open document	abrar.alhamyani@bmc.edu.sa	10/24/24 5:29:46 AM EDT	87.101.143.26
Sign document	abrar.alhamyani@bmc.edu.sa	10/24/24 5:30:16 AM EDT	87.101.143.26
Close document	abrar.alhamyani@bmc.edu.sa	10/24/24 5:30:16 AM EDT	87.101.143.26
Open document	nada.alghamdi@bmc.edu.sa	10/24/24 5:32:19 AM EDT	87.101.143.26
Sign document	nada.alghamdi@bmc.edu.sa	10/24/24 5:35:08 AM EDT	87.101.143.26
Close document	nada.alghamdi@bmc.edu.sa	10/24/24 5:35:08 AM EDT	87.101.143.26
Open document	nada.alghamdi@bmc.edu.sa	10/24/24 5:35:29 AM EDT	87.101.143.26
Open document	ghaze.alnasairi@bmc.edu.sa	10/27/24 1:30:13 AM EDT	87.101.143.26
Sign document	ghaze.alnasairi@bmc.edu.sa	10/27/24 1:32:26 AM EDT	87.101.143.26
Close document	ghaze.alnasairi@bmc.edu.sa	10/27/24 1:32:26 AM EDT	87.101.143.26
Open document	caeo@bmc.edu.sa	10/28/24 1:34:04 AM EDT	87.101.143.26
Sign document	caeo@bmc.edu.sa	10/28/24 1:43:40 AM EDT	87.101.143.26
Close document	caeo@bmc.edu.sa	10/28/24 1:43:40 AM EDT	87.101.143.26