**TASK A - Review on Human Resources Management Policies**

You are a member of the Governance Review Sub-committee (GRSC) of ABC College. One of the selected review items for the 2014/15 school year is Staff Recruitment and Remuneration Policy. A meeting is now held to examine the school’s *Staff Recruitment and Selection Procedure* (HRM R1). You can make reference to an extract from Chap. 6 of the [*Best Practice Checklist: Governance and Internal Control in Schools*](http://www.icac.org.hk/filemanager/en/content_1031/school.pdf)*,* ICAC (HRM R2) and an extract from Section 7.3 of the *School Administration Guide, EDB* (HRM R3) while conducting the review. Please note down your observations and recommendations in the table below.

Area to be reviewed: Policy on Staff Recruitment and Selection

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Review Items** | **Yes** | **No** | **Findings/Evidence** | **Recommendations** | **Actions Required** |
|  | Is the policy on staff recruitment discussed and approved by the SMC/ IMC? |  |  |  |  |  |
|  | Does the school-based policy satisfy the following? |
|  | Covering all paid staff; |  |  |  |  |  |
|  | Including mechanism for declaration of interest or avoidance of conflict of interest; |  |  |  |  |  |
|  | Defining the entry requirements of each rank or post; |  |  |  |  | Group A - HRM |
|  | Being transparent, fair and open in inviting applications; |  |  |  |  |  |
|  | Being fair and objective in the assessment/ selection process; and |  |  |  |  |  |
|  | Approval from majority of managers for appointment of a teacher for a term of not less than six months. |  |  |  |  |  |
|  | Are records in different processes of the recruitment exercise properly kept (e.g. assessment records and selection results)? |  |  |  |  |  |
|  | Are staff members informed of the policy? |  |  |  |  |  |
|  | Are deviations from the laid down procedures to be approved by the SMC/ IMC and justifications recorded? |  |  |  |  |  |
|  | Is there mechanism to handle appeals and complaints? |  |  |  |  |  |