

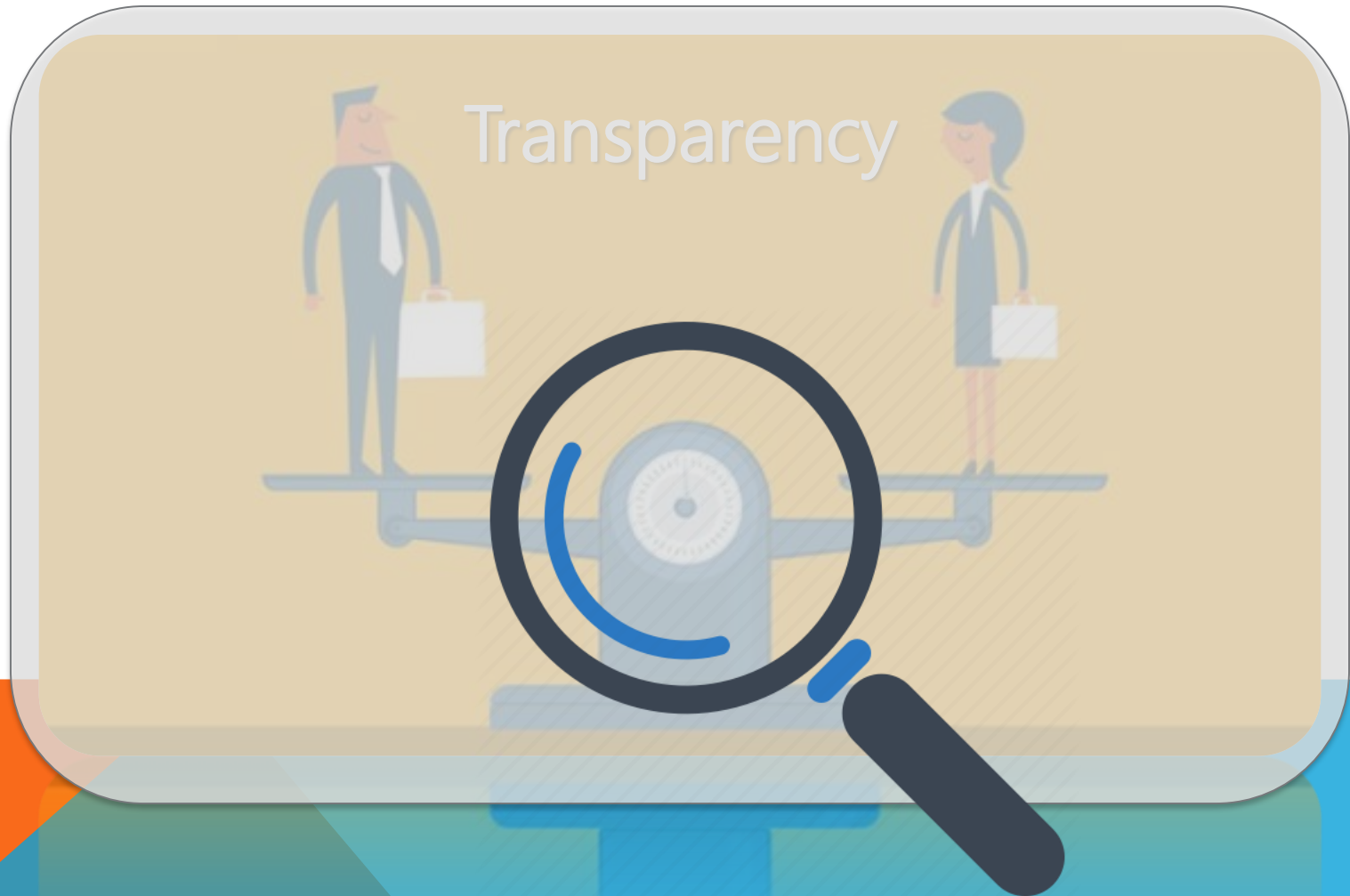
MANAGEMENT AND  
FINANCIAL AUDIT (MFA)  
2018/19 SCHOOL YEAR

# HKUGA College Staff Recruitment Policy

Corina Chen

4<sup>th</sup> October 2019

# GUIDING PRINCIPLES



# TRANSPARENCY

- Staff being informed of updates of recruitment policy and all vacancies
- Public being informed of all vacancies via advertisement and school website



A screenshot of a school website's recruitment page. The page is titled "Recruitment" and features a navigation menu on the left with items like "About Us", "Curriculum", "Student Development", "Extended Learning Activities", "Student Achievements", "School Events", "School Archive", "Parent-Teacher Association", "Admissions (入學申請)", "Join Us", "Contact Us", "Download Area", "Links", "Library", "Staff/visitor", and "Sitemap". The main content area is titled "Teaching Artist/ Artist in Residence" and includes the following text: "HKUGA College is now inviting application for the following position: Teaching Artist/ Artist in Residence". It lists requirements such as a recognized degree in Fine Art or Creative Art, good command of written and spoken English, and at least 5 years' related working experience. It also lists duties like collaborating with VA teachers, planning teaching activities, and arranging exhibitions. The page concludes with a deadline for application on 18 September, 2019, and a note that information submitted will be used for recruitment purposes only. The school's name, "香港大學附屬小學" (HKUGA PRIMARY SCHOOL), is visible at the bottom left of the page.

# GUIDING PRINCIPLES



Best "FIT"

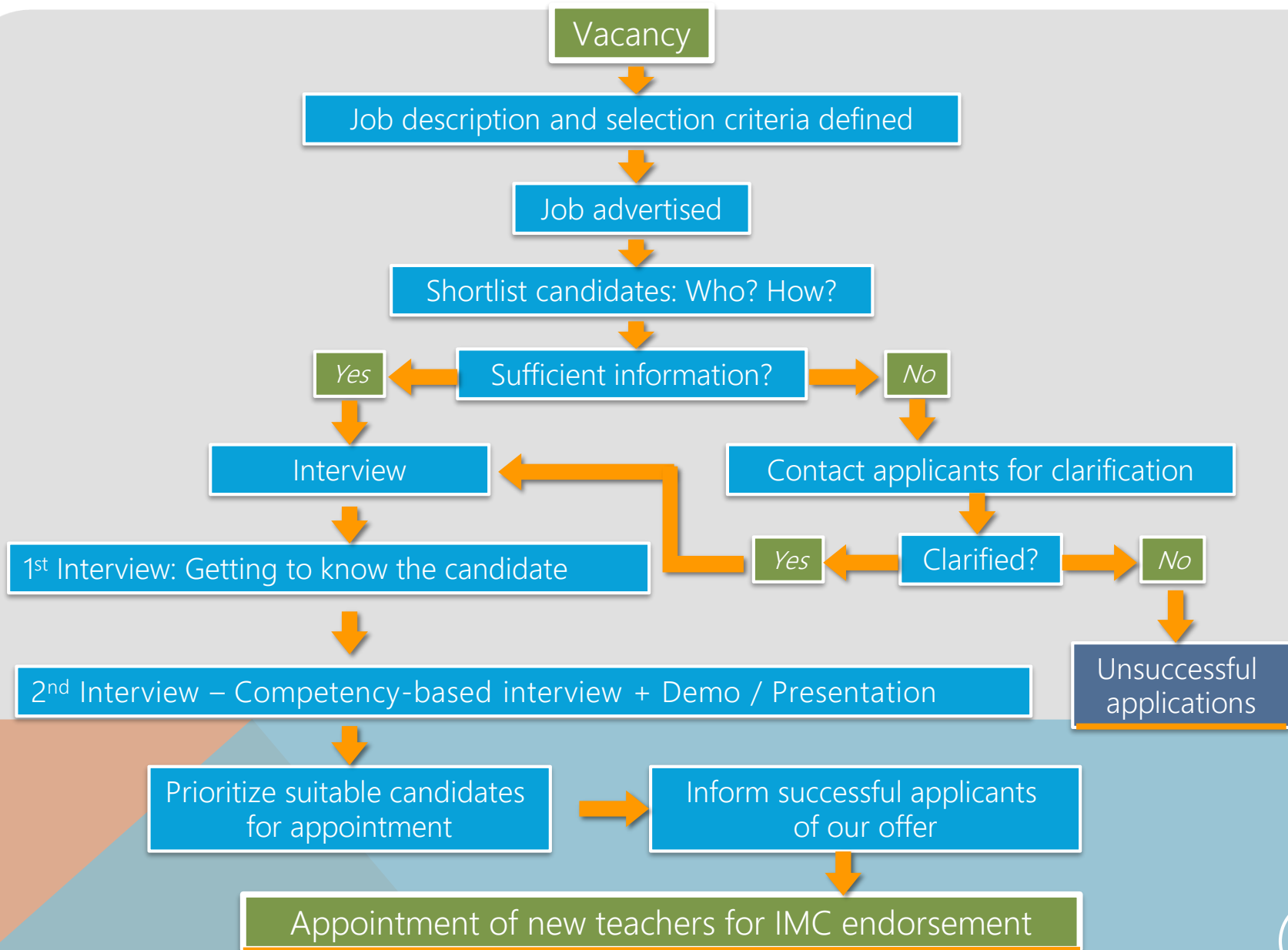
## Fully qualified teachers / staff



# Confidentiality



# RECRUITMENT FLOWCHART



# INTERVIEW PANEL – TEACHING STAFF

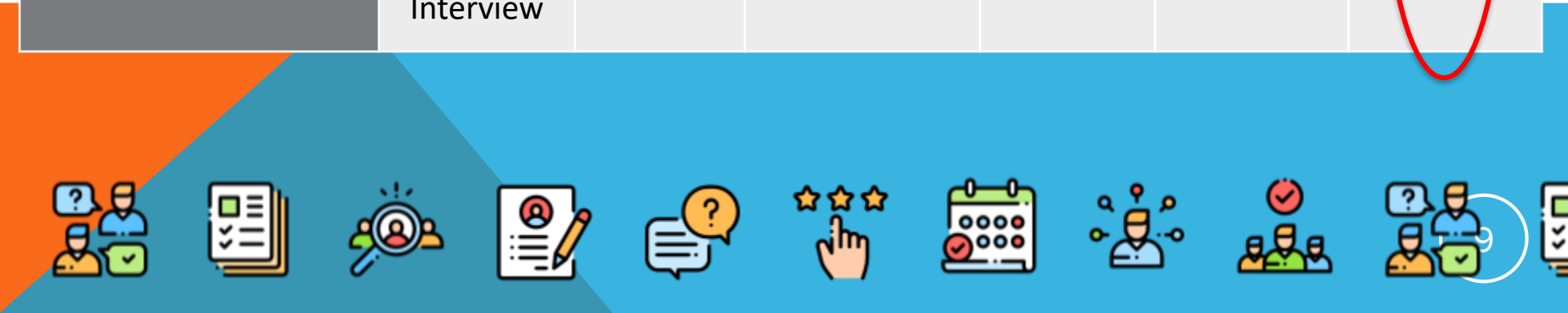
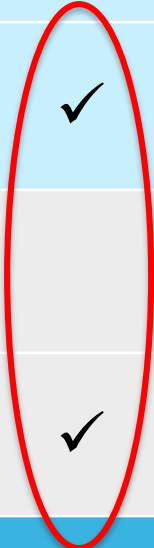
Rank / Interview		Subject Coordinator	Head of Department	VP / AP / ST	VP / AP	VP	Principal	Supervisor	IMC Member
Teacher	1st Interview	✓	✓						
	2nd Interview			✓			✓		✓
Senior Teacher	1st Interview				✓		✓		
	2nd Interview					✓	✓		✓
Assistant Principal / Vice Principal	1st Interview						✓	✓	
	2nd Interview						✓	✓	✓





# INTERVIEW PANEL – NON-TEACHING STAFF

Rank / Interview		Senior Teacher	Head of Administration	HOA / ST	VP / AP	Principal
Administrative Staff	1st Interview		✓			
	2nd Interview			✓		✓
Head of Administration	1st Interview	✓			✓	
	2nd Interview				✓	✓



# INTERVIEW PANEL

- A second interview can be dispensed with if the composition of the panel for the first interview complies with the requirement for the second interview when time constraints are of concern
- Under no circumstances should an interview panel consist of any staff member who is lower than or of the same rank as the applicant.



# DECLARATION: CONFLICT OF INTEREST

I have read the resume and information of the candidate and declare that

- there is no conflict of interests that would influence my judgment as an interviewer in this Interview Panel.
- the candidate is my family member / relative / friend / others (\_\_\_\_\_) and there may be potential conflict of interest situation arising from the discharge of my duties in this Interview Panel.

Resolution of the Interview Panel

With respect to the above declaration,

- \_\_\_\_\_ should refrain from involving in the assessment of the candidate mentioned.
- \_\_\_\_\_ may continue to take part in the assessment of the candidate mentioned.
- Others: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Chairman of the Interview Panel)



# INTERVIEW ASSESSMENT

Professional  
Quality



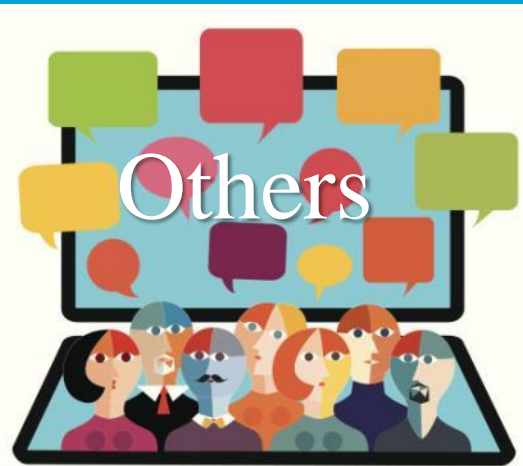
Personal Ability



Attitude



Others



# INTERVIEW PANEL DECISION



- Highly recommend
- Recommend
- Reservation
- Reject
- Comments

- 😊 Contract period
- 😊 Probation period
- 😊 Incremental date
- 😊 Salary, MPS Point
- 😊 Discretionary point (if any)

# CHECKLIST FOR NEW APPOINTMENT

- ✓ Reference check
- ✓ Sexual conviction record
- ✓ X-ray check
- ✓ Teacher Registration
- ✓ Qualifications assessment (if applicable)
- ✓ Working visa (if applicable)
- ✓ LPAT for Language teachers

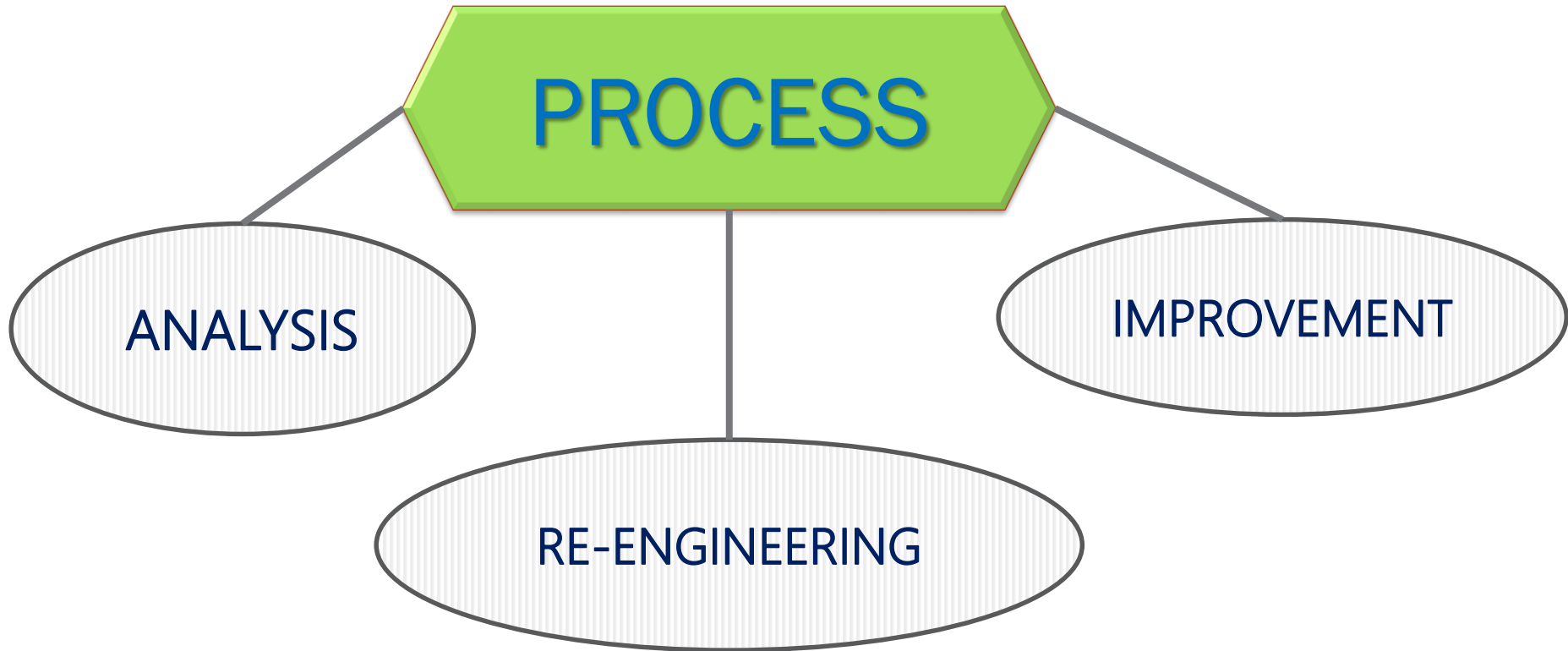


# POLICIES & GUIDELINES

- All terms and conditions of appointment are in compliance with relevant Education Ordinances and Employment Ordinances
- All policies are endorsed by the IMC
- HR policies and relevant guidelines are in place for inspection
- Retention period of unsuccessful applications will be for one year



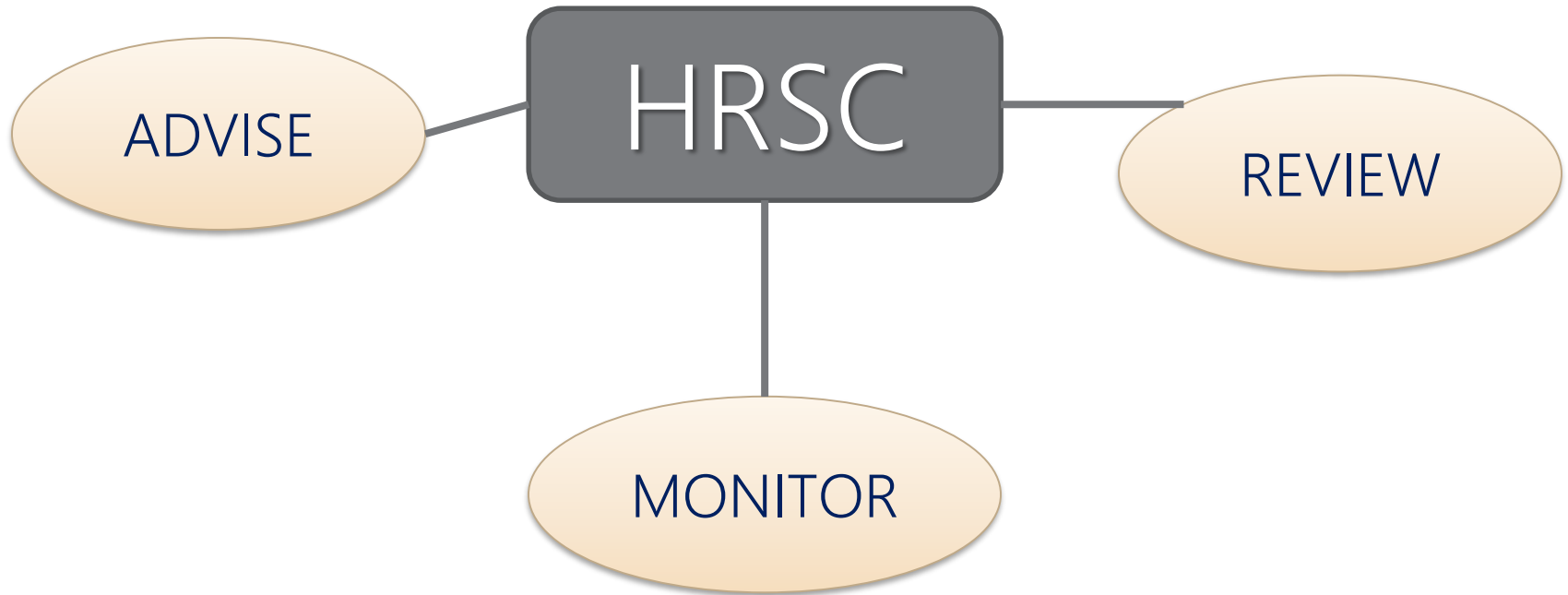
# SELF-EVALUATION





# INTERNAL CONTROL MECHANISM

Human Resources Sub-committee (HRSC)



# INTERNAL CONTROL MECHANISM

Governance Review Sub-committee (GRSC)



# HIRING SUCCESS RATE



**75%**

## INDUCTION



## MENTORSHIP



