

For Reference

Checklist for Recruitment Procedures in Aided Schools

To help schools properly conduct staff recruitment procedures, this checklist lists the items and procedures for schools' attention. This checklist should be read in conjunction with the Education Bureau Circular (EDBC) No. 5/2005 and No. 3/2020, as well as the guidelines for the employment of staff in schools in Chapter 7 "Personnel Matters" of the School Administration Guide.

Before/When conducting the recruitment procedures, the school is advised to check against the predetermined items and procedures in the checklist for compliance. Relevant staff should pay special attention to the relevant contents of Chapter 7 "Personnel Matters" of the School Administration Guide.

Points to Check		✓, ✗ or NA	Remarks
I. Before launching a recruitment exercise			
1	Job description and selection criteria for the post are prepared before advertising the vacancy.		
2	The selection criteria and specified selection procedures are endorsed by the SMC/IMC and documented.		
3	The vacancy is advertised in the press as appropriate.		
4	In the advertisement, applicants (Note 1) are requested to provide relevant personal particulars including academic qualifications, relevant working experience and skills, etc.		
II. Formation of a selection panel			
5	The selection panel comprises a good representation of stakeholders and there should be an odd number of members on the panel (Note 2).		
6	All school managers, staff and individuals involved in the selection or approval process have made declaration		

Note 1 Applicants include staff appointed on temporary/contract/part-time basis, NETs, daily-rated supply teachers/staff, staff paid out of other cash grants, teaching assistants, coaches/instructors leading extra-curricular activities and/or those self-employed persons/staff deployed to work in schools by service contractors.

Note 2 For the composition of the selection panel, please refer to section 7.3.2 para. 1 for details.

Note 3 For details on the subject of conflict of interest, please refer to section 7.3.2 para. 2 and Appendix 11.

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	of actual or potential conflict of interest as appropriate. Another person is reassigned to take over the process should there be a conflict of interest (Note 3).		
7	The membership of the selection panel has been approved by the SMC/IMC and communicated to all parties concerned.		
III. Shortlisting of eligible candidates			
8	All applications have been date-stamped and a register has been kept for all the applications received.		
9	Candidates for interview are shortlisted according to predetermined selection criteria.	Shortlisting is handled by more than one person, and/or Applications not shortlisted are screened or randomly checked by a senior staff or an SMC/IMC member	
10	Reasons for elimination have been noted on the application form.		
IV. Vetting and Selection Procedures			
11	Original copy of the teacher registration documents and all qualification documents of the applicants have been verified.	Certificate of Registration as a Teacher	
		Certificate of Service from previous employers	
		Other qualification documents	
12	Applicants' declaration in the job application form and/or other related documents have been checked (Note 4).	Declaration of not joining the Early Retirement Schemes for teachers	

Note 4 Schools should inform the candidates that their job applications will not be considered if they refuse to disclose the necessary information or to undergo Sexual Conviction Record Check (SCRC), and that any conviction of criminal offence(s) may not necessarily render their applications unsuccessful. Details of the SCRC scheme are available at [the Hong Kong Police Force](http://www.hkpolice.gov.hk) homepage.

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	Declaration of no criminal conviction in Hong Kong or elsewhere, or not being involved in any ongoing criminal proceedings or investigations, including but not limited to arrest or apprehension by the police		
	Declaration of teacher registration not cancelled/refused		
	Declaration of not being the subject of investigation by another school or the EDB over professional misconduct allegation(s)		
13	With the applicants' consent, the applicants' previous employers are consulted about their job performance.		
14	Schools should state clearly on the job application forms and/or other related documents that, among others, the personal information collected will be used for processing the job applications and assessing the suitability of candidates for the job. The applicants should provide all relevant information/be cooperative in procuring the same as and when required by the school/EDB, failure to do so may result in the application not being processed.		
15	Unified assessment(s) has/have been arranged.	Test(s)/Examination(s)	
		Interview(s)	
		Other means of	

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	assessment		
15a	If selection interview is used as a tool of assessment, pre-interview briefing for the selection panel has been conducted.		
15b	Candidates are assessed in the selection interview(s) according to the predetermined criteria, and the selection panel report is compiled.		
16	Individual assessment records and the report on the panel's recommendations are separately documented (Note 5). The reasons for recommending or not recommending the applicants are noted clearly on the assessment forms.		
17	Referees are approached for views if necessary.		
V. Making recommendations to the SMC/IMC			
18	The applicants' sexual conviction record has been checked at the advanced stage of the employment process (Note 4).		
19	School should, upon seeking the potential appointee's consent, apply to EDB for the release of teacher registration information.		
20	The potential appointee is checked to have fully complied with the terms of contract he/she signed with his/her previous employers.		
21	The recommendations of the selection panel have been put up to the SMC/IMC for approval.		
22	Candidates are notified if they are selected or waitlisted.		
VI. Recruitment formalities			
23	School has arranged appointment formalities for selected candidates.	Physical examination	
		Verification of qualifications and experience	
		Teacher registration	

Note 5 Schools should note that the assessment record will be subject to data access by the individuals concerned after the completion of the selection exercise.

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	Preparing the employment contract		
	Keeping staff data in personal file		
VII. Making offer of appointment			
24	All the necessary procedures for any form of appointment of a teacher are completed before the effective date, including the approval by the SMC/IMC.		
VIII. Other Administrative Arrangement (after completion of the recruitment exercise)			
25	Proper records of all documents relating to the recruitment exercise must be kept for a reasonable period. (Please refer to Appendix 8 in Chapter 7 of the School Administration Guide for more details.)	Retention period:_____	
26	Documents pertaining to successful candidates have been migrated to the staff's personal files as appropriate.		
27	Documents pertaining to waitlisted or unsuccessful candidates have been destroyed 1 year after completion of the selection exercise or 1 year after resolution of any claim/appeal/complaint, whichever is the later.		

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