

For Reference

Checklist for Recruitment Procedures of Substitute Teachers in Aided Schools

To help schools properly conduct staff recruitment procedures of substitute teachers (Note 1), this checklist lists the items and procedures for schools' attention. This checklist should be read in conjunction with the "Guidelines for Employment of Substitute Teachers in Aided Schools", the Education Bureau Circular No. 5/2005 and 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 the "Guidelines for Employment of Substitute Teachers in Aided Schools" and Chapter 7 "Personnel Matters" of the School Administration Guide.

Points to Check		✓, x or NA	Remarks
I. Before launching a recruitment exercise			
1	Job description and selection criteria for the post have to be prepared in advance when schools plan to post the job advertisement		
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 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 of actual or potential conflict of interest as appropriate. Another person is reassigned to take over the process should		

Note 1 Including daily-rated supply teacher and monthly-paid temporary teacher.

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

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	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	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 5)	
		Declaration of no criminal conviction in Hong Kong	

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

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.

Note 5 Not applicable to daily-rated supply teacher.

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		or elsewhere	
		Declaration of teacher registration not cancelled/refused	
13	With the applicants' consent, the applicants' previous employers are consulted about their job performance.		
14	Unified assessment(s) has/have been arranged.	Test(s)/Examination(s)	
		Interview(s)	
		Other means of assessment	
14a	If selection interview is used as a tool of assessment, pre-interview briefing for the selection panel has been conducted.		
14b	Candidates are assessed in the selection interview(s) according to the predetermined criteria, and the selection panel report is compiled.		
15	Individual assessment records and the report on the panel's recommendations are separately documented (Note 6). The reasons for recommending or not recommending the applicants are noted clearly on the assessment forms.		
16	Referees are approached for views if necessary.		
V. Making recommendations to the SMC/IMC			
17	The applicants' sexual conviction record has been checked at the advanced stage of the employment process (Note 4).		
18	In case of doubt about a potential appointee's teacher registration status, with his/her consent, the school may apply to EDB for the release of teacher registration information.		
19	The potential appointee is checked to have fully complied with the terms of contract he/she signed with his/her previous employers.		
20	The recommendations of the selection panel have been put up to the SMC/IMC or the authorized person of the SMC/IMC (e.g., the principal) for approval.		

Note 6 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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21	Candidates are notified if they are selected or waitlisted.		
VI. Recruitment formalities			
22	School has arranged appointment formalities for selected candidates.	Physical examination (Note 5)	
		Verification of qualifications and experience	
		Teacher registration	
		Preparing the employment contract	
		Keeping staff data in personal file	
VII. Making offer of appointment			
23	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. Under normal circumstances, there should be no retrospective effect for the date of appointment, save for the situation that daily-rated supply teachers are converted to monthly-paid temporary teachers.		
VIII. Other Administrative Arrangement (after completion of the recruitment exercise)			
24	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: _____	
25	Documents pertaining to successful candidates have been migrated to the staff's personal files as appropriate.		
26	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.		