

Staff Recruitment, Selection, Induction, Performance Review and Promotion Policy and Procedures

Version	Approved by	Approval date	Review date
01	Board of Directors	August 2024	September 2025

Administrators Responsible	President, Dean, HR Coordinator
Purpose	This policy establishes the protocols for recruitment, selection, induction, performance review and promotion of staff at the International School of Global Leaders (ISGL), aimed at ensuring fair, transparent, and effective personnel management.
Scope	This comprehensive policy is relevant to all ISGL staff members, including those in full-time, part-time and casual positions.

1. PROCEDURES

a. Staff Recruitment

ISGL's recruitment process is designed to be equitable, adhering to the steps below:

- Definition of role responsibilities and expectations for every vacancy.
- Development of selection criteria that specify the essential and desirable qualifications for the role.
- Advertising of open positions, with a provision for internal applicants within ISGL.
- Job postings to be approved by the President or as deemed appropriate by senior management.
- Utilisation of recruitment agencies may supplement the recruitment process.

b. Selection and Appointment

The selection and appointment of candidates follow a structured procedure as mentioned in Academic Staff Recruitment Policy:

- Evaluation of applications based on the role's selection criteria by the responsible supervisor(s) to shortlist candidates.
- Interviewing of shortlisted candidates by either a panel or individual, tailored to the role's requirements.
- Decision-making by the selection committee on the preferred candidate.
- Conducting reference checks and verification of academic qualifications, including authentication procedures, subject to candidate's consent.
- Offering of employment, detailing the job role, terms of employment, and mutual obligations.
- Signing of the employment contract upon the candidate's acceptance and role commencement.

c. Staff Induction

Induction for new staff includes:

- Discussion on the employment contract and role expectations.
- Completion of necessary administrative forms.
- Orientation to ISGL's principal policies and operational procedures.
- Clarification of the individual's responsibilities and resource availability.
- Introduction to ISGL's code of conduct.
- A guided tour of the Sydney campus and introductions to fellow staff.

2. PERFORMANCE REVIEW

Annual performance appraisals are structured as follows:

- a. Academic staff evaluations focus on teaching, student feedback, research, and broader academic contributions, managed by the academic leadership.
- b. General staff performance reviews assess alignment with role expectations and development goals, overseen by the respective manager.
- c. Staff are encouraged to engage in the review process, with any disputes sought to be resolved through direct dialogue or, if needed, ISGL's formal grievance mechanism.

3. PROMOTION

Our promotion pathways are structured to ensure transparency, fairness and equal opportunity for all employees. This section outlines the key components of our promotion process, designed to foster career development and recognise exceptional contributions to our institution.

a. **Criteria for Promotion**

Consistent Performance: A fundamental criterion for promotion is the demonstration of consistent, high-quality performance. Employees must exhibit excellence in fulfilling their current role's duties and responsibilities, as evidenced by performance review outcomes, to be considered for promotion.

Expanded Responsibilities: Eligibility for promotion also considers an employee's willingness and ability to take on expanded responsibilities. This may include leading projects, mentoring junior staff, contributing to strategic planning, or any activities beyond the scope of their current role that add value to ISGL.

Organisational Requirements: Promotions are aligned with the strategic needs and requirements of ISGL. This includes the creation of new roles or expansion of existing ones to support the institution's growth, strategic direction, and operational needs.

Related Documents

- a. Staff Code of Conduct Policy
- b. Staff Grievance and Complaints Policy and Procedures
- c. Staff Handbook