



PROCEDURE: Recruitment, selection and appointment of staff

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Procedure Owner	Human Resource Manager		
Review Register		Date	Signature
Approved by QMS Sub-committee	QMS Chairperson	25/07/2018	Name: Louise Fuller Signature:
Approved by MANCO	MANCO Chairperson	25/07/2018	Name: Benjamin Anderson Signature:
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Review History			

Related documents

<p>Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> • Policy: Human Resources • Employment Contract 	<p>Other/External (e.g. Legislation and guidelines)</p> <ul style="list-style-type: none"> • Constitution of the Republic of South Africa: 1996 • Basic Conditions of Employment Act. No 75 of 1997 • Labour Relations Act. No 66 of 1995 • Employment Equity Act. No 55 of 1998 • Skills Development Act. No 97 of 1998 • Skill Development Levies Act & Regulations. No 9 of 1999 • Higher Education Act 101 of 1997 • Department of Education regulations • Companies Act No 71 of 2008 • Protection of Personal information Act, 2013 • Occupational Health And Safety Act 85 of 1993 • Electronic Communications And Transaction Act 25 of 2002 • Unemployment Contributions Act 9 of 1999 • Promotion of Access to Information Act 2 of 2000
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	<ul style="list-style-type: none"> • Academy of Science Of South Africa Act 67 of 2001 • Adult Education And Training Act 52 of 2000 • National Advisory Council On Innovation Act 55 of 1997 • National Education Policy Act 27 of 1996 • National Qualifications Framework Act 67 of 2008 • Technology Innovation Act 26 of 2008 • Academy Of Science Act 67 of 2001 • National Advisory Council On Innovation Act 55 of 1997 • Protected Disclosures Act 26 of 2000 • National Qualifications Framework Act 67 of 2008 • Tobacco Products Control Act 83 of 1993
Website address of this document:	www.davinci.ac.za

Procedure Description

This procedure document will be followed when recruiting, selecting and appointing a new staff member to The Institute.

Step	Description	Notes
1	Human Resource Manager will advertise the position internally and/or externally dependent on the business requirement	
2	Human Resource Manager to receive CV and make a shortlist of potential candidates with the Manager from the relevant department	
3	Human Resource Manager to schedule interviews with shortlisted candidates	
4	Interviews to take place with the selection panel which will consists of the Human Resource Manager and relevant department manager	Selection panel can also include Board Members, Council or members of the Executive team
5	Human Resource Manager will advise unsuccessful candidates via e-mail	
6	If required a second round of interviews can take place with the selection panel of potential new candidates	
7	Once a successful candidate is found the Human Resource Manager will do a vetting process, which could include background checks	
8	Successful candidate will be asked to complete a shadowmatch profile and a Learning Style questionnaire	
9	Human Resource Manager to draft an offer of employment to the selected candidate	
10	Selected candidate to sign and accept the offer of employment and confirm their start date	
11	Human Resource Manager will work through the Induction pack with the newly appointed staff member which includes the employment contract	

12	New staff member to sign employment contract and all necessary documentation required	
13	Human Resource Manager to send signed new employee form to Finance Department to add the new employee to the payroll	
13	Human Resource Manager to introduce new staff member to other staff members	
14	Human Resource Manager and direct line manager to monitor the performance of new staff member for the duration of their probation period	

Stakeholders

#	Stakeholder
1	Human Resource Manager
2	Dean:Teaching and Learning
3	Dean: Design
4	Dean: Research
5	Registrar
6	Executive: Business Development
7	Executive: Secretariat

Version Control

Procedure Owner	Version #	Date	Reason
Human Resource Manager	001	25 July 2018	

