

Kwame Nkrumah University of Science and Technology



Recruitment Policy

June, 2019

1.0 PURPOSE

This recruitment Policy has been designed to outline the general policies and procedures to guide the recruitment and appointment of aspiring employees and promotion and appointment of existing employees aiming to fill various categories of employment at Kwame Nkrumah University of Science and Technology (KNUST).

2.0 POLICY STATEMENT

2.1 Kwame Nkrumah University of Science and Technology seeks to recruit, retain and promote qualified applicants who meet the minimum requirements of a vacant position, with no regard to personal characteristics such as: gender, race, nationality, ethnicity, social and indigenous origin, religion or belief, disability, age, sexual orientation or any other characteristics protected by law.

2.2 The University's non-discrimination policy also includes, but not limited to the following areas of employment: recruiting, accepting applications, interviewing, job assignments, organizational structure, position descriptions, compensation, benefits, leave time and opportunities for professional training.

2.3 The University is committed to selecting and developing employees, and to establishing a work environment where everyone takes active part in reaching the University's strategic goals while feeling a sense of pride in working at KNUST.

2.4 Promotions shall equally be guided by merit, fairness, transparency and be conducted in a consistent manner such that existing employees are motivated to aspire to rise to higher positions within the University. The promotion process shall be designed to ensure that the most qualified and experienced employees with the requisite leadership skills, are given the opportunity to take up senior positions within the University.

2.5 The University condemns and will not tolerate any conduct calculated to intimidate, harass, or otherwise discriminate against any employee on the grounds listed above. Any employee who feels that his or her rights have been violated under this policy should inform his or her immediate supervisor or the Registrar of the University.

3.0 EMPLOYEE SELECTION

3.1 The University strives to select employees who are well suited for the positions they fill. In nearly every case, the selection process involves a careful review of the requirements of an available position and the qualifications of the individual applicants. Vacancies are advertised on the University's website as well as in the national dailies. All applicants are required to complete a job application form and submit a resume, unless otherwise stated. References will be checked (see section 5.0). Moreover, when necessary or required, the University will also conduct employee background checks, including criminal record checks (see section 6.0).

3.2 Applicants shall take note that intentionally providing false information or concealing personal information when filling application forms shall be considered a serious offence which shall attract sanctions including discontinuing the appointments process for applicants yet to take up their appointments, or terminating the employment of those already in employment.

3.3 The University shall consider internal applications in all its recruitment efforts. In filling vacant positions, serving members of staff with requisite qualifications and experience shall be encouraged to apply and will be given full consideration alongside other applicants.

Selection will be done with the objective of efficiency and cost- effectiveness in accordance with the University's remuneration policy.

4.0 INTERVIEW PROCESS

All shortlisted applicants shall undergo an interview process.

- **Senior Member/Senior Staff Positions**

For Senior Members, Senior Staff or any other position deemed necessary, the Vice-Chancellor or Pro Vice-chancellor shall chair a selection committee comprising the Registrar, the Head of Department, other staff member(s) whose work or expertise bothers on the position being filled and the Deputy Registrar (Human Resource Management).

- **Support Staff Positions**

For Support Staff, the Registrar, Deputy Registrar (Human Resource Management) together with the Head of Department and other staff member(s) whose work or expertise bothers on the position being filled shall interview the applicants.

The committee may as deem appropriate, use written tests, presentations, practical assignments, among others, as a means of assessing the suitability of applicants for any position.

The committee shall compile and forward its recommendation(s) to the Vice-Chancellor through the Registrar for final approval. For Senior Members and Senior Staff positions, the University council shall review the recommendations before the approval of the Vice-Chancellor.

5.0 ACADEMIC/PROFESSIONAL QUALIFICATIONS

All applicants are required to produce original documentation of any academic/professional qualifications or memberships which are required for the role. Misrepresentations of qualifications could exclude an applicant from further consideration and may lead to withdrawal of an offer of employment. Criminal investigations could lodged with the appropriate Law Enforcement Agency.

6.0 BACKGROUND CHECKS

6.1 The Human Resource Development Office will contact the references provided by the relevant applicant upon written approval of the internal or external applicants that referees can be contacted. The convenor contacts and submits the feedback from the referees to the Human Resource Office for filing. No offer will be sent to a successful applicant until the Human Resource Office has received at least one reference.

6.2 Where appropriate, having regard to the duties and responsibilities of the position or as required by a particular funding agreement or legislation, a convenor may request the Human Resource Office to arrange for a criminal records check to be carried out in relation to the recommended applicant.

6.3 To avoid a conflict of interest, references will not be accepted from selection panel members for applicants.

7.0 MEDICAL EXAMINATION

As much as practicable, all selected employees shall undergo a thorough medical examination at a hospital/clinic designated by the University to determine their fitness for employment before a formal contract is presented for signing. Confirmation of appointments for new employees shall be made subject to medical fitness.

8.0 MAKING APPOINTMENTS

8.1 The Registrar and Secretary to Council shall on behalf of the University Council, issue offer letters to successful applicants formally appointed to the positions listed below after a formal assessment process including an interview.

8.2 The appointments shall be by authority of the University Council, based on the recommendation of the University Appointments and Promotion Committee (UAPC). They are:

- Senior member positions
- Senior staff positions

8.3 For academic appointments at Associate Professor level or equivalent and above, the Registrar shall on behalf of Council, issue offer letters of appointment to applicants selected through a formal interview process. The appointments shall be by authority of the University Council, based on the recommendation of the University Appointments and Promotion Committee (UAPC).

8.4 Formal appointment letters shall be issued by the Registrar to successful applicants duly assessed for senior and junior staff positions. The appointments shall be by authority of the Vice-Chancellor based on the recommendation of the relevant committee as deemed appropriate.

8.5 The Vice-Chancellor is authorized to make secondary appointments including those for heads of department/units, examination officers, and chief invigilators, which positions are not appointive.

9.0 PROBATION

9.1 Successful applicants who receive full time regular appoint at the university, will serve employment probationary period relevant to their employment classification and level of appointment. The duration of the probationary period will be reasonable having regard to the nature and circumstances of the appointment. New full-time employees should refer to the probation clause in the relevant staff contract in their offer of appointment.

9.2 Employees who voluntarily terminate employment with the university, and are later rehired, will be classified as new employees and will serve the required employment probationary period.

9.3 Probation does not apply where an existing employee is successful in gaining a new role.

10.0 ORIENTATION

10.1 All new full-time employees will be offered orientation by the Human Resource Development Division of the University. During orientation, new employees receives information regarding university policies, compensation and benefit programmes, and other general information about the University.

10.2 Employees will complete the employment paperwork. All new employees are required to complete and return a personal detail form that comes with the offer of appointment.

10.3 Employees may be required to complete additional compliance training for their individual job description as directed by their supervisor. Departments will provide a more specific orientation about the department and the employees position.

11.0 EMPLOYEES CONDUCT

11.1 Every employee is expected to act in a professional, responsible, and courteous manner at all times. Such behaviour fosters a positive and productive working environment. Conversely, inappropriate or unprofessional behavior is disruptive and unproductive. Inappropriate conduct therefore calls for discipline, up to and including immediate termination of appointment.

11.2 The University demands that employees act in a professional and courteous manner. It is expected that employees use common sense and good judgment in achieving this goal. However, the University's judgment, and not that of any individual employee, is the benchmark for what is acceptable or otherwise.

11.3 An employee's conduct is not considered acceptable solely because the employee believes it to be so. Nor could an employee excuse his or her conduct because this manual does not specifically prohibit the objectionable conduct. The University expects that employees recognize that inappropriate conduct, from rudeness to theft, is unacceptable.