



# Recruitment Policy

**Latest Review:** October 2023

**Review cycle:** 3 years

**Next Review:** October 2026



# **Wellspring Learning Community**

## **Recruitment Policy**

### **Contributors to the 2023 review:**

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### **Related Policies:**

**Child Protection Policy**

**Code of Ethical Conduct**

**Staff Handbook**

### **Approvals - names and signatures:**

**Chairperson of the Board**

**Head of School**

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# Wellspring Learning Community

## Recruitment Policy

### Wellspring Learning Community's Mission Statement

Wellspring Learning Community aims to establish an inquiry-based learning environment in which students from diverse backgrounds are given every opportunity to optimize their social, emotional and academic capacities and talents. Our students will become confident, resourceful, creative, caring, responsible global and local citizens prepared to use their education to contribute in meaningful ways towards improving society, both locally and internationally.

### Rationale

Wellspring's objective is to recruit, select, appoint the best candidates to deliver and support the highest quality education possible for our students and minimize the turnover ratio. Selection will be on the basis of qualifications, merit and competence.

### Recruitment Steps and Practices

#### Job Vacancy

A job vacancy or the creation of a new position is the beginning of a search to fill the position. Wellspring welcomes current employees with the appropriate qualifications to apply as first priority. As the job vacancy is announced, the school outlines the key responsibilities, qualifications, and expectations for the role, setting the stage for interested candidates to apply.

- An employment request must be initiated by respective Leader/Head of Department and forwarded to the Human Resources Department to proceed with the recruitment and selection process accordingly.
- A job description must be prepared for each new position by the direct supervisor and the Human Resources department.
- When a position becomes available, the first source of reference will be the available database held by the Human Resources Department; the second source will be the internal and external advertisement, websites and recruiting agencies.
- All recruitment and selection documentation are stored confidentially in hard and soft copies in the Human Resources Department.
- In case of replacement or temporary cover, and to ensure a smooth handover, a transition period of time is allowed to ensure the newly hired employee is given the proper support time to adjust.

#### Short-listing of Applicants

Once resumes and cover letters are received, the HR department carefully reviews each application, seeking candidates who meet the job requirements.

- Candidates are first screened over the phone to make sure they are fluent in English, Arabic or French (depending on the position) and have the required subject matter knowledge and skills that are needed.

- The short-list of top candidates will be issued and made available by the HR Department and the concerned leaders/head of departments, as soon as possible.
- Applicants who are not shortlisted will be notified via phone or email by the HR Department.

## Interviews

Interviews are preferably conducted in person with the HR department and the direct supervisor of the position. Questions are asked aiming to unravel the depths of the candidate's skills, strengths, weaknesses and character.

- The interviewer(s) may test the candidate or ask them to prepare a presentation to assess skills, knowledge and competences required for the proposed job
- Based on the first interview evaluation outcome, the candidate may either go through a second interview, prepare a demo lesson or be declined and notified by the Human Resources department as soon as possible.
- The candidate recommended for appointment will have received the highest ratings from the interviewers.
- The selected candidate is then informed by an official job offer in writing via e-mail containing all the pertinent details regarding the position, salary, start date, and giving the candidate a fixed date by which the school's offer must be accepted.

## Reference Checks

Reference checks are a standard part of the hiring process where Wellspring reaches out to individuals who have worked with the candidate in the past or have knowledge of their work performance. These references could include former supervisors, or other professional contacts. The purpose of reference checks is to verify the information provided by the candidate in their resume and during the interview process, as well as to gain insights into the candidate's work ethic, skills, strengths, weaknesses, overall suitability for the position and each candidate's ethical conduct in the community. Wellspring typically ask specific questions related to the candidate's job responsibilities, performance, reliability, interpersonal skills, and any other relevant factors. Additional considerations and needs:

- three reference checks must be obtained by the Human Resources before the final selection decision is made.
- it is important to verify both the last and the longest place of employment.
- reference checks remain confidential.

## Hiring

The hiring of a new employee is a significant step in the recruitment process. With the completion of the interview, background checks, verification of qualifications, and confirmation of personal details, the organization is ready to extend an official offer of employment to the candidate. Below are the steps to this step:

- The Human Resources Department will make an offer of appointment setting out clear employment terms and conditions. The successful candidate will be required to provide an acceptance in writing within the period specified.
- To complete the recruitment process, it is required to have a fixed term contract/job offer signed by the candidate.
- As the new staff member accepts the job offer, they are officially welcomed into the team.
- Where the successful candidate declines the offer, the candidate who received the second highest ratings may be approached.

## **Necessary Documents and Forms**

**As part of the onboarding process, new employees are required to submit a series of necessary documents and forms to ensure a smooth transition into their new role. These documents play a crucial role in verifying the identity, background, suitable character and qualifications of the individual joining the organization. The following documents are essential for completing the onboarding process:**

- Copy of I.D
- Police clearance certificate (Police record)
- Record of family status
- Official certificate of residence
- Two passport photos
- Official transcripts of university degrees and certifications
- Personal information form
- Medical history form
- Payroll form
- Recommendation letters
- Signature of Wellspring Code of Ethical Conduct
- Signature of the declaration of commitment to Wellspring's Child Protection Policy
- Signature of Staff Handbook
- Signature of confidentiality form

## **Induction and Orientation**

Newly recruited faculty or staff members are required to attend an orientation program at the beginning of the school year (August), where they are introduced to the school's guiding statements. Faculty are asked to undergo training on the relevant IB programme and its requirements. Additionally, they are trained on using the different school platforms and school technology.

Moreover, all faculty and staff are expected to read all school policies relevant to their position, and complete the related quizzes to ensure content understanding, within two months of their recruitment.

## Unsuccessful Candidates

Unsuccessful candidates should be dealt with courteously and sensitively, and they should always be contacted by the Human Resources and Recruitment Specialist to inform them in a professional manner that they have not been selected for the position.

## Data Retention

In accordance with the Lebanese data protection laws and the European Union General Data Protection Regulations (GDPR) best practice, it is essential that Wellspring Learning Community has your consent to retain your records (names, contact info, CV, recommendation forms, judicial records, medical forms, etc.).

Under the Lebanese Law and the General Data Protection Regulations, personal data must be “accurate and where necessary kept up to date”. Therefore, if your email address or contact details have changed recently please let us know. Alternatively, if you no longer wish to share your information, please reach out to [jobs@wellspring.edu.lb](mailto:jobs@wellspring.edu.lb) and request Wellspring to delete your personal information from its records.