



# **Beverly Hills International School**

## **Recruitment and Hiring Policy**



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## 1- Beverly Hills International School Mission and Vision:

### **Mission:**

Our mission is to deliver exceptional education to all students and the community, while fostering citizenship, ethical values, and social responsibility.

### **Vision:**

Our vision is to nurture a generation that is creative, caring, and proud of its heritage. We strive to provide an inspiring environment that fosters critical thinking, creativity, empowerment, and the achievement of personal and academic excellence.



## 2- Aims and Purposes

The primary goal of the recruitment policy is to attract, select, and retain highly qualified professionals whose values and expertise align with our mission and vision. This policy emphasizes fairness, transparency, and professionalism in all stages of hiring.

### **Key aims include:**

- Ensuring the recruitment of competent and ethical educators and administrators.
- Promoting equal employment opportunities for all individuals, irrespective of race, color, religion, gender, or national origin.
- Upholding integrity and professionalism throughout the hiring process.
- Supporting continuous staff development and long-term career growth within the school.
- Fostering a diverse and inclusive environment that enhances educational quality and innovation.

## 3- Targeted Group:

This policy applies to the recruitment of all school personnel, including academic, administrative, and support staff. Each recruitment effort is guided by a clear understanding of the school's current and future staffing needs.

Job postings will clearly state essential qualifications, job responsibilities, required competencies, and application procedures, ensuring accessibility and transparency.

## 4- Recruitment and Selection Process:

### **Job Offer Renewal**

Each May, existing staff members receive job offer renewals, with a one-week window to confirm their intent to continue.

### **Identifying Vacancies**

Beginning mid-April, the school reviews staffing needs and begins accepting applications based on projected vacancies for both teaching and administrative roles.

### **Advertisement and Application**

Vacancies are advertised through multiple channels:

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- Direct CV submissions at the reception
- Email (schoolbeverlyhills@gmail.com)
- School website ([www.bhis-school.qa](http://www.bhis-school.qa))

### **Application Screening**

All applications are sorted by specialty and reviewed for qualifications and relevance. Shortlisted candidates are selected for further evaluation.

### **Department Heads Review and Initial Contact**

Relevant department heads receive selected applications and contact candidates for initial interviews.

## **5- Communication with Candidates:**

### **Interview Scheduling**

Shortlisted candidates are contacted by phone to arrange an initial interview with the relevant department head.

### **Post-Interview Communication**

Candidates receive feedback within one week following the initial interview.

### **Final Selection and Second Interview**

Qualified candidates are shortlisted for a second interview with the school principal. Other promising applicants are placed on a waiting list.

### **Job Offer and Onboarding**

Successful candidates receive official job offers via email. Once accepted, they proceed with the submission of required documentation for appointment and onboarding.

## **6- Policy Alignment and Commitments**

This recruitment policy is built on a foundation of professionalism, inclusivity, and strategic talent acquisition. By aligning hiring practices with our mission and vision, Beverly Hills International School ensures:



- A high standard of educational excellence.
- A caring and collaborative school culture.
- Ongoing innovation and growth across all areas of staffing.

