

NEW VISION COLLEGE



TEACHERS HIRING MANUAL

September, 2024

Furi, Oromia, Ethiopia

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1. Introduction

1.1 Overview of New Vision College

Welcome to New Vision College, a prestigious private higher education institution dedicated to fostering academic excellence and professional development. Fully recognized for its commitment to quality education, New Vision College offers a diverse range of programs, including Technical and Vocational Education and Training (TVET), undergraduate degrees, and master's degrees, across three key fields of study. Our innovative curriculum, expert faculty, and state-of-the-art facilities empower students to excel in their chosen disciplines and equip them with the practical skills and knowledge necessary to thrive in a dynamic global environment. At New Vision College, we are committed to shaping future leaders and visionaries prepared to make meaningful contributions to society.

At New Vision College, we are pioneering a new era in higher education and training. Established in July 2023 and proudly accredited by the FDRE Education and Training Authority (ETA), our institution was born from a vision to address the pressing demands of Ethiopia's Business and Economics sector and contribute to national development.

Our mission is clear: to deliver outstanding education that cultivates skilled healthcare professionals and ethical leaders. By blending rigorous academic instruction with hands-on practical training and innovative research, we equip our students with the expertise and experience needed to tackle today's most pressing health challenges.

New Vision College is home to five dynamic departments—Accounting and Finance, Management and Business Administration, Organization Leadership, Project Management, Postgraduate Studies—offering a diverse array of programs designed to foster interdisciplinary learning and meet the highest educational standards. With a vibrant student body of over 700 and a dedicated faculty of more than 20 full-time members, we are committed to providing a transformative educational experience.

Our vision is to emerge as Ethiopia's premier private university-college by 2050, renowned for excellence in education, groundbreaking research, and impactful community service. At New Vision College, we are more than just an educational institution; we are a thriving community dedicated to nurturing curiosity, inspiring innovation, and upholding the highest standards of integrity and inclusivity.

Join us in shaping the future of healthcare and education, and become part of a legacy of excellence and positive change.

1.2 Mission Statement

At New Vision College, our mission is to empower students through transformative education, fostering intellectual curiosity, critical thinking, and ethical leadership. We are committed to providing a dynamic and inclusive learning environment that encourages personal growth, academic excellence, and social responsibility.

Our educational philosophy centers on student-centered learning, where we emphasize:

- **Innovative Teaching:** Utilizing cutting-edge pedagogical approaches to engage students and inspire lifelong learning.
- **Holistic Development:** Supporting the academic, personal, and professional growth of each student through a variety of programs and resources.
- **Community Engagement:** Encouraging students to apply their knowledge and skills in real-world contexts, contributing to the betterment of society.
- **Diversity and Inclusion:** Celebrating diverse perspectives and fostering an environment where every individual feels valued and heard.

By nurturing a culture of collaboration, respect, and academic rigor, we strive to prepare our students to become leaders and change-makers in their respective fields and communities.

1.3. Core Values

Our core values guide every aspect of our institution's approach to education and hiring:

- **Academic Excellence:** We are dedicated to maintaining the highest standards of teaching, learning, and research, ensuring that our programs and faculty are at the forefront of their fields.
- **Integrity and Ethics:** We uphold the principles of honesty, fairness, and transparency in all our endeavors, fostering a culture of trust and respect within our academic community.
- **Inclusivity and Respect:** We embrace diversity in all its forms and create an environment where every individual's contributions are valued and celebrated.
- **Innovation and Adaptability:** We encourage creativity and flexibility, continuously seeking new ways to enhance our educational practices and respond to the needs of a changing world.

- **Community and Collaboration:** We believe in the power of collaboration and actively engage with local and global communities to drive positive change and address societal challenges.

1.4 Purpose of the Hiring Manual

Objective:

The primary objective of this Hiring Manual is to standardize and guide the hiring process for teaching staff at New Vision College, ensuring that our recruitment practices align with the highest standards of higher education. This manual serves several critical purposes:

1. Ensuring Consistency and Fairness: By establishing a clear and uniform set of procedures and criteria, this manual promotes consistency and fairness in the hiring process. It ensures that all candidates are evaluated against the same standards, minimizing bias and enhancing transparency throughout the recruitment stages. This consistency helps us maintain a high level of integrity and fairness, which is essential in upholding the college's reputation for equitable treatment of all applicants.

2. Upholding Academic Excellence: The manual outlines best practices for recruiting highly qualified and skilled teaching professionals who align with New Vision College's mission of academic excellence. By providing detailed guidelines on job descriptions, qualifications, and evaluation criteria, the manual ensures that we attract and select educators who meet our rigorous standards and contribute positively to our educational environment.

3. Complying with Higher Education Standards: In adherence to higher education regulations and accreditation requirements, this manual incorporates policies and practices that comply with national and international standards. It includes procedures for conducting fair and legal interviews, verifying credentials, and ensuring that hiring practices align with ethical and regulatory guidelines. This compliance is crucial for maintaining our accreditation status and institutional credibility.

4. Enhancing the Recruitment Process: The manual is designed to streamline the hiring process, making it more efficient and effective. By outlining each step clearly—from recruitment and application to selection and onboarding—it helps hiring committees and HR personnel manage their responsibilities effectively. This structured approach not only speeds up the recruitment cycle but also ensures that no critical steps are overlooked.

5. Promoting Institutional Values and Culture: This manual reinforces New Vision College’s core values, including academic integrity, inclusivity, and commitment to student success. By integrating these values into the hiring process, we ensure that new hires are not only academically qualified but also aligned with the institution's culture and mission. This alignment supports the college’s goals of fostering a collaborative and innovative academic environment.

6. Facilitating Continuous Improvement: The manual includes mechanisms for evaluating and refining the hiring process based on feedback and outcomes. This iterative approach allows New Vision College to adapt and improve its recruitment practices continuously, ensuring that we remain responsive to the evolving needs of the institution and the higher education landscape.

7. Supporting Strategic Goals: By providing a structured framework for hiring, the manual supports New Vision College’s strategic goals of expanding our academic programs, enhancing faculty quality, and contributing to the development of skilled professionals in our fields of focus. It aligns the hiring process with the college’s long-term objectives, ensuring that our recruitment efforts contribute to the institution’s overall success.

2. Hiring Philosophy

2.1 Equal Opportunity Employment

Statement:

New Vision College is committed to **promoting equality and fairness** in all aspects of employment. We uphold a strict policy of **non-discrimination** in our hiring practices. Our recruitment and selection processes are designed to ensure that every individual receives fair consideration based on their qualifications, experience, and suitability for the role, irrespective of race, color, religion, gender, sexual orientation, age, disability, or any other characteristic protected by law. We believe that a diverse workforce enriches our academic community and drives innovation, and we are dedicated to fostering an inclusive environment where all employees can thrive.

2.2 Diversity and Inclusion

Commitment:

At New Vision College, we are deeply committed to creating and maintaining a **diverse and inclusive workplace**. Our approach to diversity and inclusion includes:

- **Proactive Recruitment:** We actively seek to attract candidates from a broad range of backgrounds and experiences through diverse recruitment channels and partnerships with organizations dedicated to underrepresented groups.
- **Inclusive Policies:** Our hiring practices and policies are designed to ensure equal opportunity and to address any potential biases in the recruitment process. We regularly review and update these policies to reflect best practices in inclusivity.
- **Cultural Competency:** We provide training and resources for hiring committees and staff to enhance their understanding of diversity and to foster an inclusive interview and selection process.
- **Supportive Environment:** We strive to create an environment where all employees feel valued and included. This includes providing support for diverse employee groups and promoting an organizational culture that celebrates differences.

2.3 Selection Criteria

Core Values:

When selecting new hires, New Vision College seeks individuals who embody the following core values:

- **Academic Excellence:** A strong commitment to maintaining high standards of scholarship and teaching.
- **Innovation and Creativity:** An ability to bring fresh perspectives and innovative approaches to education and problem-solving.
- **Ethical Integrity:** A commitment to ethical practices and professional conduct, both in and out of the classroom.
- **Collaborative Spirit:** A willingness to work collaboratively with colleagues, students, and the broader community to achieve common goals.
- **Student-Centric Approach:** A dedication to fostering student success and creating a supportive learning environment.
- **Adaptability:** openness to change and a readiness to adapt to new challenges and opportunities in the academic landscape.

3. Job Descriptions

3.1 General Guidelines

Template:

To ensure consistency and clarity, job descriptions at New Vision College follow a standardized template. This template includes the following sections:

1. **Position Title**
2. **Department**
3. **Reports To**
4. **Job Summary**
5. **Key Responsibilities**
6. **Required Qualifications**
7. **Preferred Qualifications**
8. **Competencies and Skills**
9. **Working Conditions**
10. **Application Instructions**

This template helps in creating comprehensive and clear job descriptions that accurately reflect the needs of each position and align with institutional goals.

3.2 Position Details

Roles and Responsibilities:

Each position's job description should include a detailed list of specific duties, such as:

- **Teaching Responsibilities:** Course delivery, curriculum development, and student assessment.
- **Research Duties:** Conducting research, publishing findings, and contributing to academic scholarship.
- **Administrative Duties:** Participating in departmental meetings, committee work, and college-wide initiatives.
- **Student Engagement:** Advising students, mentoring, and supporting student activities and organizations.

Qualifications:

- **Required Academic Qualifications:** Specific degrees and academic credentials necessary for the position.
- **Experience:** Relevant teaching, research, or professional experience required.
- **Skills and Expertise:** Specific skills, such as advanced knowledge in a subject area or proficiency in relevant teaching methods and technologies.

Competencies:

- **Certifications:** Any additional certifications or licenses required for the role.
- **Technical Skills:** Proficiency in relevant software or tools.
- **Interpersonal Skills:** Strong communication, teamwork, and leadership abilities

4. Recruitment Process

4.1 Recruitment Strategy

Advertising Channels:

To attract a diverse pool of qualified candidates, New Vision College employs a multi-faceted recruitment strategy that includes the following channels:

- **Professional Associations:** Partner with relevant academic and professional associations to reach potential candidates through their publications and newsletters.
- **Job Boards:**
 - **General Job Boards:** Post vacancies on popular general job boards (e.g., EthioJobs, LinkedIn) to reach a broader audience.
 - **Social Media:**
 - **Institutional Social Media Accounts:** Announce job openings through New Vision College’s official social media platforms (e.g., Facebook, Twitter, LinkedIn, website, Telegram) to leverage our network and engage with potential candidates.
 - **Professional Networks:** Use platforms like LinkedIn to target professionals and engage in academic and industry groups relevant to the position.
 - **Local and National Publications:**
 - **Newspapers:** Advertise in national and local newspapers to reach a wider audience and ensure compliance with Ethiopian civil service regulations that require public announcements for transparency.

- **University Networks and Websites:**

- **Alumni Networks:** Tap into alumni networks of other institutions and professional organizations to identify potential candidates.
- **College Website:** Post job openings on New Vision College's official website, providing detailed information about the position and application process.

4.2 Recruitment Timeline

Schedule:

The recruitment process follows a structured timeline to ensure a systematic and efficient hiring process. The timeline is designed to align with both institutional needs and Ethiopian civil service regulations. Key milestones include:

1. Job Posting:

- **Date of Posting:** [Insert Date]
- **Platforms:** Academic journals, job boards, social media, local publications, college networks.

2. Application Deadline:

- **Deadline:** typically 7-10days from the job posting date
- **Purpose:** Allows sufficient time for candidates to apply and for the recruitment team to process applications.

3. Screening and Shortlisting:

- **Period:** Within 1week after the application deadline.
- **Activities:** Review and screen applications, create a shortlist of candidates based on initial qualifications and fit with job criteria.

4. Interview Period:

- **Dates:** 1-2weeks.
- **Format:** Panel interviews, teaching demonstrations, and/or one-on-one interviews.

5. Selection and Reference Checks:

- **Period:** 1-2 weeks after interviews
- **Activities:** Conduct reference checks and make final hiring decisions.

6. Job Offer and Acceptance:

- **Date of Offer:** Within 1 week after selection
- **Response Deadline:** 1-2 weeks for candidates to respond.

7. Onboarding:

- **Start Date:** 1-2 months after job offer.
- **Activities:** Orientation, training, and integration into the college community.

4.3 Application Submission

Instructions:

To ensure a smooth and organized application process, candidates should adhere to the following submission instructions:

- **Submission Platform:**
 - **Online Application Portal:** Applications should be submitted through New Vision College’s official online application portal, accessible via our website: www.nvc.edu.et, alternatively, candidates may submit their applications via email to newvisioncollege6@gmail.com as specified in the job posting.
- **Required Documents:**
 - **Resume/CV:** A current resume or curriculum vitae detailing academic qualifications, professional experience, and relevant achievements.
 - **Cover Letter:** A cover letter outlining the candidate’s interest in the position, alignment with New Vision College’s mission and values, and key qualifications.
 - **Teaching Philosophy Statement:** A statement that reflects the candidate’s approach to teaching, including methods, goals, and experiences.
 - **References:** Contact information for at least three professional references who can speak to the candidate’s qualifications and work experience.
- **Document Format:**
 - **File Formats:** Documents should be submitted in PDF or Word format to ensure compatibility and ease of review.
 - **File Naming:** Each document should be named clearly, e.g., “Chala_Doe_CV.pdf,” “Chala_Doe_Cover_Letter.pdf,” to facilitate organization and retrieval.
- **Application Deadline:**
 - **Date:** [Insert Deadline Date]
 - **Note:** Late applications may not be considered, so candidates are encouraged to submit their materials well before the deadline.
- **Additional Instructions:**

- **Subject Line:**
- **Confirmation:** Candidates will receive a confirmation email upon receipt of their application. If an applicant does not receive confirmation within 48 hours, they should contact the HR department.

5. Application Process

5.1 Application Components

- **Documents Required:** resume/CV, cover letter, teaching philosophy statement, references, and other credentials.

5.3 Shortlisting

Criteria

Objective: Shortlisting is aimed at identifying the most suitable candidates from the pool of applicants for the interview stage. This process involves evaluating applications based on specific criteria to ensure alignment with the job requirements.

Criteria for Shortlisting:

1. **Relevant Experience:**
 - Evaluate the depth and relevance of the candidate's work experience related to the job role.
 - Consider the type and scope of previous positions held, projects worked on, and achievements in similar roles.
2. **Educational Background:**
 - Assess the candidate's educational qualifications to ensure they meet or exceed the required educational criteria.
 - Look for additional certifications or training that may be beneficial for the role.
3. **Skills and Competencies:**
 - Match the candidate's skills and competencies against those outlined in the job description. This includes technical skills, soft skills, and specific competencies relevant to the position.
4. **Achievements and Accomplishments:**
 - Consider any notable achievements or accomplishments that demonstrate the candidate's capability and potential.
 - Look for evidence of impact, such as successful projects, innovations, or contributions to previous organizations.
5. **Cultural Fit and Values Alignment:**
 - Evaluate how well the candidate's values and professional ethos align with the organization's culture and values.
 - Consider any indications of alignment with the college's mission and vision.
6. **Professional References:**

- Review references or recommendations provided to gauge the candidate's previous performance and professional behavior.
 - Consider the credibility and relevance of the references in relation to the job requirements.
7. **Overall Presentation:**
- Assess the overall quality and presentation of the application materials, including the clarity of the resume and cover letter, and the relevance of the information provided.

Shortlisting Process:

1. **Review and Compare:**
 - Assemble a team of reviewers or panel members to review and compare the shortlisted applications against the criteria.
 - Conduct individual evaluations and discuss findings collectively.
2. **Generate Shortlist:**
 - Based on the evaluations, create a shortlist of candidates who best meet the criteria and appear most suitable for the position.
 - Prepare a summary of reasons for selecting each shortlisted candidate to ensure transparency.
3. **Notify Shortlisted Candidates:**
 - Contact the shortlisted candidates to schedule interviews.
 - Provide information about the interview process and any preparation required.
4. **Communicate with Non-Shortlisted Candidates:**
 - Notify candidates who were not shortlisted, thanking them for their interest and informing them of their status.
5. **Document Shortlisting Decisions:**
 - Record the shortlisting decisions and rationale in the recruitment tracking system for future reference

6. Screening and Selection

6.1 Screening Procedures

Methods:

1. **Automated Systems:**
 - **Applicant Tracking System (ATS):** Filters applications based on keywords and qualifications relevant to the job.
 - **Resume Parsing:** Extracts and matches key information from resumes with job requirements for initial screening.
2. **Manual Review:**
 - **Initial Screening:** Checks applications for completeness and basic qualifications, including verifying credentials and relevant experience.
 - **Detailed Evaluation:** Further assesses shortlisted candidates' fit for the role by comparing experiences and reviewing cover letters and statements of purpose.
3. **Combination of Methods:**
 - **Hybrid Approach:** Utilizes both automated systems for efficiency and manual review for detailed assessment, balancing thoroughness and speed.

6.2 Selection Committee

Composition:

- **Chair:** Senior member responsible for leading the process and ensuring adherence to procedures.
- **Department Representatives:** Provide insights into role-specific requirements and assess fit based on departmental needs.
- **HR Representative:** Manages logistics, records, and compliance with HR policies.
- **Subject Matter Experts (SMEs):** Evaluate candidates' technical expertise and practical skills relevant to the role.

Roles:

- **Chair:** Coordinates meetings and final decision-making.
- **Department Representatives:** Assess candidates' fit and participate in interviews.
- **HR Representative:** Ensures compliance and manages procedural aspects.
- **SMEs:** Evaluate technical skills and expertise.

6.3 Selection Criteria

Evaluation:

- **Review of Application Materials:** Assesses qualifications, skills, and competencies.
- **Candidate Fit:** Considers relevance of experience and alignment with college culture.
- **Additional Considerations:** Reviews references and work samples if applicable.

Final Decision:

- **Consensus:** Committee discusses evaluations and reaches a decision, documenting reasons for transparency.

7. Interview Guidelines

7.1 Interview Process

Format:

- **Individual Interviews:** One-on-one interviews focusing on personal experiences and qualifications.
- **Panel Interviews:** Conducted by multiple committee members for diverse perspectives.
- **Teaching Demonstrations (Academic Positions):** Candidates present on a relevant topic to assess teaching skills and knowledge.
- **Case Studies/Practical Exercises (Administrative Roles):** Candidates solve job-related problems to evaluate problem-solving and analytical skills.

7.2 Interview Questions

Sample Questions:

- **Teaching Philosophy (Academic Positions):** “Can you describe your teaching philosophy and how it influences your approach to instruction?”

- **Experience:** “Can you provide an example of a challenging project you managed and how you ensured its success?”
- **Problem-Solving Skills:** “Describe a complex problem you encountered and the steps you took to resolve it.”

7.3 Evaluation Criteria

Scoring:

- **Criteria Categories:** Includes technical skills, behavioral attributes, and problem-solving abilities.
- **Scoring System:** Uses a standardized scale (e.g., 1-5) with comments and justifications.
- **Consensus:** Committee reviews scores and discussions to reach a decision.

7.4 Legal Considerations

Compliance:

- **Avoiding Discriminatory Questions:** Ensure questions are job-related and non-discriminatory. Avoid questions about age, disabilities, or religious affiliation.
- **Privacy and Confidentiality:** Maintain confidentiality of interview details and secure documentation.
- **Equal Opportunity:** Ensure fair treatment and use consistent evaluation criteria for all candidates

8. Reference Checks

8.1 Reference Check Procedures

Process:

1. **Requesting References:**
 - **Timing:** Reference checks are typically conducted after the final interview and before a job offer is made.
 - **Contact Information:** Obtain current contact information for referees from the candidate.
 - **Permission:** Ensure that the candidate has given consent to contact their references.
2. **Contacting References:**
 - **Method:** Reach out to references via phone or email, depending on their preference and availability.
 - **Introduction:** Introduce yourself and explain the purpose of the call or email.
 - **Verification:** Confirm the referee’s identity and their relationship to the candidate.
3. **Collecting Feedback:**
 - **Questions:** Ask targeted questions to gather detailed feedback on the candidate’s past performance and suitability.
 - **Documentation:** Take detailed notes during the reference check for future review.
4. **Follow-up:**
 - **Clarifications:** If necessary, follow up with additional questions or references to clarify any issues.

8.2 Reference Questions

Sample Questions:

1. **Performance:**
2. **Work Ethic:**
3. **Teamwork and Communication:**
4. **Areas for Improvement:**

8.3 Handling Feedback

Evaluation:

1. **Reviewing Feedback:**
 - **Summary:** Compile and summarize feedback from all references.
 - **Consistency:** Look for consistent themes or discrepancies in the feedback provided.
2. **Incorporation into Decision:**
 - **Decision-Making:** Use the feedback to inform the final hiring decision. Consider how the feedback aligns with the candidate's interview performance and overall fit for the role.
 - **Documentation:** Document any key insights or concerns raised during the reference checks that influenced the hiring decision.
3. **Confidentiality:**
 - **Privacy:** Ensure that all reference feedback is handled confidentially and only shared with relevant decision-makers.

9. Offer and Onboarding

9.1 Job Offer

Offer Letter Template:

[Candidate's Name]
[Address]
[City, State, ZIP Code]

Dear [Candidate's Name],

We are pleased to extend to you an offer of employment for the position of [Job Title] at New Vision College. Below are the details of the offer:

- Position: [Job Title]
- Start Date: [Start Date]
- Salary: [Salary Amount] per [year/month/hour]
- Benefits: [Brief description of benefits, e.g., health insurance, retirement plans, etc.]
- Employment Terms: [Type of employment, e.g., full-time, part-time, temporary]

Please review the attached employment contract for detailed terms and conditions. To accept this offer, please sign and return the contract by [Acceptance Deadline].

We look forward to welcoming you to New Vision College.

Sincerely,

9.2 Acceptance and Contract

Acceptance:

1. **Response:**
 - **Acceptance Letter:** The candidate should submit a formal acceptance letter or email to confirm their intention to join.
 - **Contract Signing:** The candidate signs and returns the employment contract as outlined in the offer letter.
2. **Documentation:**
 - **Retention:** Ensure that signed contracts and acceptance communications are securely stored in the candidate's personnel file.

9.3 Onboarding Process

Orientation:

1. **Introduction:**
 - **Welcome Session:** Provide an overview of the college, its mission, and its culture.
 - **Administrative Tasks:** Complete necessary paperwork, such as tax forms and benefits enrollment.
2. **Training:**
 - **Role-Specific Training:** Provide training related to the new employee's role and responsibilities.
 - **Systems and Tools:** Familiarize the new hire with the college's systems, tools, and resources.

Integration:

1. **Social Integration:**
 - **Team Introductions:** Arrange meetings with key team members and departments.
 - **Mentorship:** Assign a mentor or buddy to help the new hire acclimate to the college environment.
2. **Ongoing Support:**
 - **Check-Ins:** Schedule regular check-ins with the new hire to address any questions or concerns and provide feedback.

10. Legal and Ethical Considerations

10.1 Compliance

Labor Laws:

1. **Adherence:**
 - Ensure all hiring practices comply with local, state, and national labor laws, including fair employment practices, wage regulations, and working conditions.

10.2 Confidentiality

Data Protection:

1. **Handling Data:**
 - **Secure Storage:** Store candidate data securely and limit access to authorized personnel only.
 - **Disposal:** Follow proper procedures for the disposal of sensitive information.
2. **Privacy:**
 - **Compliance:** Adhere to data protection regulations and policies to safeguard candidate privacy.

10.3 Conflict of Interest

Policy:

1. **Disclosure:**
 - **Declaration:** Require all committee members to declare any potential conflicts of interest before participating in the hiring process.
2. **Management:**
 - **Resolution:** Implement procedures to address and manage any conflicts of interest that may arise, ensuring impartiality in the decision-making process.

11. Evaluation and Feedback

11.1 Process Evaluation

Review:

1. **Assessment:**
 - **Effectiveness:** Evaluate the effectiveness of the hiring process based on metrics such as time-to-hire, candidate quality, and feedback from participants.
 - **Improvements:** Identify areas for improvement and make necessary adjustments to enhance the process.

11.2 Feedback Mechanism

Surveys:

1. **Candidate Feedback:**
 - **Survey:** Distribute surveys to candidates who have gone through the hiring process to gather their feedback on their experience.
2. **Hiring Team Feedback:**
 - **Evaluation:** Collect feedback from the hiring team to assess their experience and identify any challenges or successes in the process.

12. Appendices

12.1 Sample Forms

Templates:

1. **Application Forms:** Include templates for job applications.
2. **Interview Evaluation Sheets:** Provide forms for evaluating candidates during interviews.
3. **Offer Letters:** Include a sample offer letter template.

12.2 Contact Information

HR Department:

1. **Details:**
 - **Phone Number:** +251966390393
 - **Email Address:**
 - **Office Location:** Office no:611

12.3 Additional Resources

References:

1. **Further Reading:**
 - **Books:** HR manual.
 - **Websites:** www.nvc.edu.et