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| CODE: APA-P-01-13 | **QUALITY MANAGEMENT SYSTEM** | **HUMAN RESOURCES DEANSHIP** |
| *Page**1 / 1* | *Edition**2* | Release date15/1/1442 H | **ACTION DOCUMENT****MAKING THE APPOINTMENT IN THE COMPETITION FOR ADMINISTRATIVE AND HEALTH POSTS****(EMPLOYMENT DIVISION)** |
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Explain the steps

1- Offer the holder of the authority the existence of vacancies and agree to hold the job competition (the beneficiary of the service).

2- Addressing the Ministry of Human Resources to approve the announcement of the career competition (beneficiary of the service).

3- Advertising through the daily newspapers and the university website that there are jobs that the university wants to hire (the beneficiary of the service).

4- Receiving applications for those wishing to work through the university website (the beneficiary of the service).

5- Screening applicants according to the terms of each job (beneficiary of the service).

6- Conducting a written test of candidates according to each post (beneficiary of the service).

7- Conducting the interview and nominating the main applicants and reserves (the beneficiary of the service).

8- Completing the justifications for the appointment of key candidates and reserves (beneficiaries of the service).

9- Send the data of the main candidates and reserves to the Ministry of Human Resources to study the applications of candidates and (approve them) (beneficiary of the service).

Issuing appointment decisions (the beneficiary of the service).

11- Handing over the main candidates to their appointment decisions to proceed within 15 days of the date of the appointment decision (the beneficiary of the service).

12- Provide the authority with a form of decision to enable them to start (the beneficiary of the service),

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| **Edited by** | **I'm counting on.** |
| **Ali Sawy al, Qahtani** | **Fahd Abdullah Al,Haqbani** |

Goal

***MAKING THE APPOINTMENT IN THE COMPETITION FOR THE ADMINISTRATIVE AND HEALTH FUNCTIONS****of the beneficiary*

functionary

*Reference*

 Regulations and regulations of the Ministry of Education - University Council Law - Regulations and Regulations of the Ministry of Human Resources and Social Development

Regulations and regulations of the Ministry of Health (employees of the Ministry of Health Sector at the University) - regulations and regulations of the Ministry of Finance.

*Definitions and shortcuts*

APA:Personnel Management

P:Procedure

*Attached documents*

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**Completion time 0 days**

**The degree of confidentiality of the procedure is normal.**