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| CODE: APA-P-01-15 | **QUALITY MANAGEMENT SYSTEM** | **HUMAN RESOURCES DEANSHIP** |
| *Page**1 / 1* | *Edition**2* | Release date15/1/1442 H | **ACTION DOCUMENT****MAKING THE APPOINTMENT IN THE COMPETITION ON THE USER AND WAGES LINE****(EMPLOYMENT DIVISION)** |
|  |  |  |  |  |

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

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

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

5- Conducting a written test of candidates by each post (beneficiary of the service).

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

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

Issuing appointment decisions (beneficiary of the service).

9- 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).

10- 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 ON THE USER AND WAGES LINE**

*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.**