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

**Goal**

**CONDUCTING THE CONTRACT FROM THE INSIDE AT THE UNIVERSITY HOSPITAL**

**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**

0

**Completion time 3 days**

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

**Explain the steps**

1. Send a letter from the party requesting the contract with

(Doctors- Health) (Beneficiary of the service).

2. Matching certificates, qualifications and experiences and an initial contract (offer) and taking the contractor's approval for salary and financial benefits

(Beneficiary of the service).

3. Request financial association on the salaries of the contractor for a full year (beneficiary of the service).

4. Take the approval of his Excellency the President of the University to contract (the beneficiary of the service).

5. Addressing the relevant government, external and internal authorities with approval (the beneficiary of the service).

6. Issuing an order to hire a contractor (Kaddoum) to work at the university (the beneficiary of the service).

7. Filling out a form (contracted fatigue) and attaching qualifications, passport, experiences, residence, bank card and direct (beneficiary of the service).

8. Introducing the contractor with a resource system (the beneficiary of the service).