

## **New employees' selection system**

### **Introduction**

EDO believes that giving the opportunity to office's employees is a legal right; so regarding appointment, EDO gives priority to its employees adopting the principle of escalation and promotion according to the criteria of each job.

The office develops a system for selecting employees that ensures access to the best competencies and in order to achieve justice and equal opportunities.

Phases of the selection system:

### **The First Phase: Identifying the required jobs.**

- The Human Resources Department, the director of each department and the financial manager plan for the required jobs under the Chief Executive Officer's approval.
- The Human Resources Department prepares job description cards for each job with the participation of the direct manager and the approval the Chief Executive Officer.
- The Human Resources Department, the direct manager, and the Chief Executive Officer analyze of the job's duties to develop the required knowledge, skills, and directions that should be in the employee and that each task needs.

### **The Second Phase:**

Announcing and advertising the required jobs and receiving applicants' CVs in a period of 15-20 days

- The Human Resources Department prepares the required job advertisement and distributes it in the appropriate places and areas.
- CVs shall be submitted to the Human Resources Department and the direct manager.
- The application period will end after 15-20 days, and CVs of the appropriate candidates who meet the required criteria shall be examined.
- A list of the names of candidates who meet the required criteria shall be prepared.

### **The Third Phase: A written Test**

- The direct manager prepares a written test that tests the information and cultural background related to the nature of the work of the candidates. It is reviewed by the human resources and approved by the chief executive officer.
- The CEO forms a committee consisting of 3 members (Human Resources Officer - Direct Manager - and an official assigned by the CEO) to conduct the written test
- Candidates whose CVs have been accepted will be notified of the dates of the written test and personal interview.
- Candidates are tested in terms of computer knowledge and related software according to the nature of the work.

#### **The Fourth Phase: A Personal Interview**

- The Human Resources Department notifies the candidates, who passed the first phase of the test, of the date of the personal interview.

The interview measures the following:

- The candidate's ability to express himself/herself
- self-confidence
- Willingness to learn and flexibility to accept and adjust their opinion
- The candidate's attitude towards the nature of work and the target groups
- The candidate's vision towards the work and its development
- Availability of job requirements
- general appearance

The candidates will be arranged according to their score of the written test and the interview

#### **The Fifth Phase:**

- A statement of the final result of the candidates will be prepared by the Human Resources Department
- The final result shall be approved by the CEO.
- The selected candidates shall be notified of the result and the requirements for appointment should be fulfilled and submitted to the Human Resources Department
- An employment contract shall be signed with the candidates.

## **The Sixth Phase:**

The technical support map that will be provided to new employees:

There are four types of training an employee must go through upon joining EDO:

### **The First Type: Induction Training**

The employee shall be trained on the EDO's vision, mission, values, the nature of the work, and regulations; the employee shall receive a copy of the office's bylaw and various policies.

### **The Second Type: Specialized Training:**

It is related to the employee's role within EDO.

### **The Third Type: Remedial Training:**

After following-up the employee's performance and behavior, this training is related to technical support and assistance in case that there are any issues that need to be refined and developed.

### **The Fourth Type: Rehabilitation and Qualification Training**

If the employee is prepared for a promotion or playing a different role, rehabilitation and qualification training shall be provided in terms of the new role that the employee will perform.