
 <p>HUMAN RESOURCES DEPARTMENT</p> <p>Employment Policy</p> <p><small>GUST Gulf University for Science and Technology جامعة الكويت للعلوم والتكنولوجيا</small></p>	Policy No.	Version
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	Approved By: Dr. Fahad Al-Zumai	
		
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I. Policy

The Gulf University of Science & Technology (GUST) conducts its employment process to the upmost level of professionalism and ensures to follow the following rules:

Manpower Planning

During the yearly budget exercise, all unit heads must prepare a manpower plan which highlights the estimated needs of new workforce requirements for the next year; this manpower must be approved by the appropriate body and then submitted to the Human Resources Department.

Recruitment

- I. The concerned Department Head/Dean is responsible for filling out an Employment Requisition Form approved by the appropriate Vice President.
- II. All cost incurred during the recruitment process will be charged to the requesting department.
- III. All positions will be posted on GUST website.
- IV. Current GUST Employees, who are interested to transfer to another department, should apply for the posting.

Employment Conditions

For all the candidates considered to be hired at GUST, the following conditions must be met:

- I. Candidates must be at least 18 years of age and not been convicted of any serious crime or offences and should be of good conduct and behavior.
- II. Preference in employment will be given to Kuwaiti candidates when possible.

- III. Previous employees of GUST who were terminated due to poor performance or a violation of work rules and regulations will not be rehired at GUST.
- IV. Candidates must possess the necessary qualifications, skills and experience required by the Job.
- V. An equivalency by the Ministry of Higher Education in Kuwait is essential for candidates of academic positions.
- VI. An authenticated degree by the Ministry of Foreign Affairs in Kuwait is required for candidates of Administrative positions.
- VII. Candidates for all academic positions must be approved by the academic advisor.

Re-hiring

- I. A former employee may be re-hired provided that he/she has a satisfactory record and a vacancy is available inside GUST. It is at the discretion of the GUST Senior Management to approve or disapprove such re-engagement.
- II. Previous employees of GUST who were terminated due to poor performance or a violation of work rules and regulations will not be rehired at GUST.

Employment of Relatives

- I. Recruitment of immediate relatives of existing employees is not encouraged at GUST, it is recognized that this may occur on occasion where it is in the best interest of GUST.
- II. In no circumstances shall an employee report indirectly or directly to a relative.
- III. New hires are required to identify and disclose any immediate relationship to an existing employee or any potential conflict of interest during the recruitment process and before any offer is extended.
- IV. An employee's relative is his/her first and second degree relative, in addition to his/her niece, nephew, aunt, uncle, cousins, step-related members and/or in-laws.

Reference Check

- I. A reference check will be conducted for any applicant considered for a position at GUST, this will be carried out by the Human Resources Department; the reference check will take place after the final interview prior to the offer .
- II. If the result of the reference check was not satisfactory, the applicant will be removed from consideration for the position.
- III. GUST has the right to maintain the result of the reference check confidential and not to share it with the applicant or/and the hiring department.
- IV. Any external request for a reference check about GUST ex-employee will be provided by the Human Resources Department only.

Probation Period

- I. All new employees will be subject to 100 days' probation period from their first working day at the University at the end of which, employment will be confirmed if the employee's performance is satisfactory.
- II. The Direct Supervisor will prepare a probation period report for the new employee at least two weeks prior to the end of the 100 days' probation period. The report should be discussed with the concerned employee.
- III. Employees may be terminated by GUST at anytime during the probation period.

II. Application

This policy shall apply to all new recruits of GUST

III. Related Policies

IV. Revision History

Date	Revision	Remarks
10/2/2013	01.0	Initial release