HUMAN RESOURCE – HIRING SOP



Details of SOP		Details of SOP owner	
SOP no.	**HR/ADM 101**	**SOP owner**	**[Your Organisation]**
Revision no.		**Approval date**	
Implementation date		**Approved by**	
Last reviewed/ updated		**Reference no.**	

1. **Purpose**

- To provide guidance in the hiring process including interviews.

- To serve as a guide to hire the most qualified candidates for vacant positions

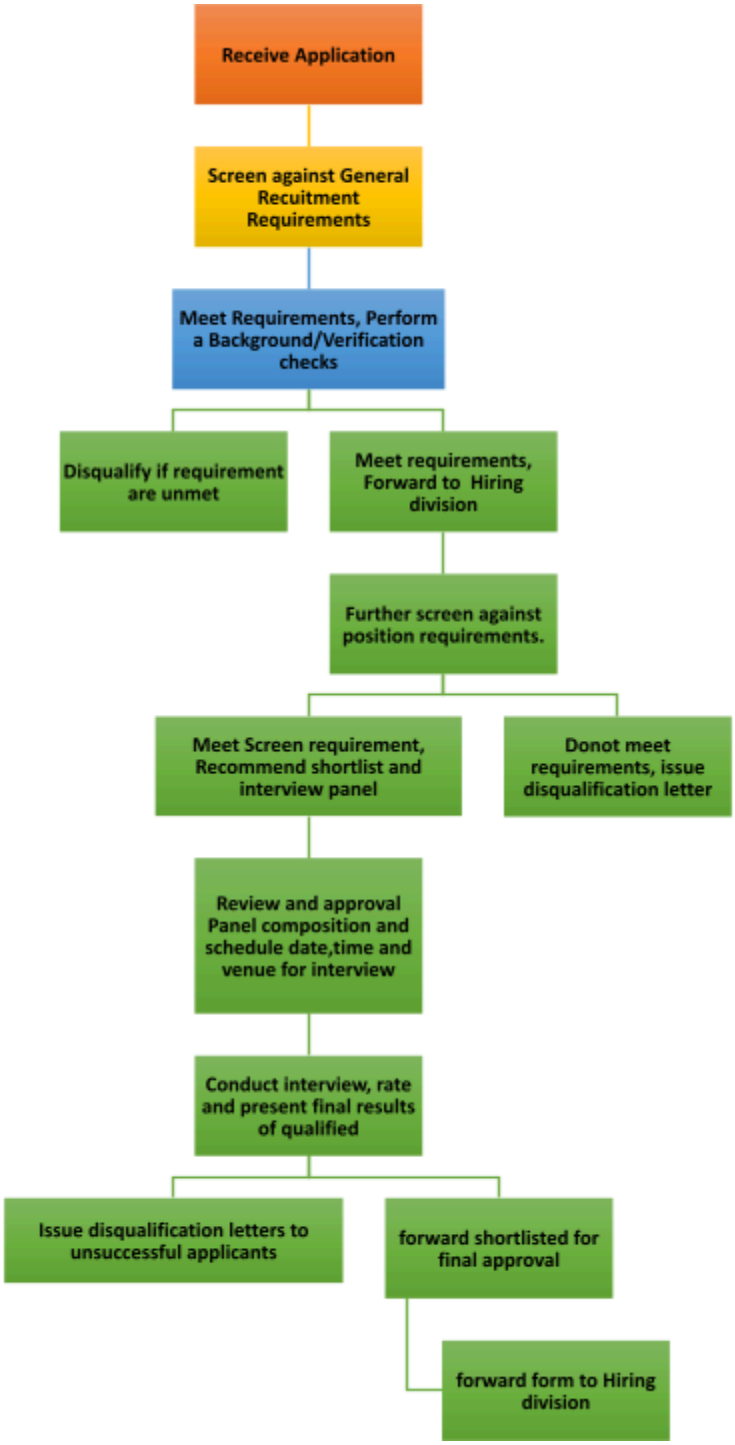
2. **Scope**
   All Managers and Supervisors in Science, Technology, Research and Innovation

3. **Responsibilities**

The Director has full authority and responsibility for implementing hiring procedures. The Director will approve the hiring of all new employees.

4. **Application forms and references**
   - Application Form
   - Applicant Screening Forms
   - Position Review, Classification and Compensation Form

Fig 1 Hiring Flowchart



5. Procedure for work

STEP 1. A. HR collects applications from interested applicants for announced position as scheduled and posted until the due date and time specified.

- Check for completion of form and required documentation specified in the application.
- Date and log all incoming applications on application log record for announced position

B. HR refers applications from eligible applicants filed with the HR Office within the past 12 months.

- Call applicant to notify of application being referred if in agreement.
- Advise applicant of any update of application for inclusion.
- Log application in application log record for the announced position

STEP 2. HR screens applications against general recruitment and hiring requirements and established minimum qualification criteria specified in the Job Announcement.

- Applicants meeting general requirements and criteria are compiled for background check.
- Applicants not meeting general requirements and criteria should be issued disqualification letters.

STEP 3. HR performs background and verification checks of applications and supporting documents.

Step 4. HR forwards copy of completed screened & verified application(s) to hiring Division head, Director/Manager/Officer.

Step 5. Hiring Division screens against alignment of applicants meeting minimum qualifications and position requirement elements and indicate applicants for interviewing.

- screenings by Division Head/Director/Officers or
- screenings delegated to divisional field expert representatives
- Completed screening form(s) by Division is submitted to the HR with a short list of qualified prospective applicants.
- Hiring Division identifies interview/selection panel and recommends to HR.

Step 6. HR, through the HR Officer, reviews and approves composition of interview/selection (minimum of three members) panel and hiring division screening form.

- HR Officer or HR representative is identified to facilitate the implementation of interview process, compile and distribute copies of interview packets for panel members.

Checklist (Schedule of Interview, Application(s) and supporting documents, Interview Practice Sample Questions, Copy of Job Description, Interview Rating Sheets)

- Panel members receive and review interview packets at least 1-2 days prior to the interview scheduled date.

STEP 7. HR collaboratives with the interview/selection panel for scheduled availability, time, and venue.

- HR notify applicants immediately of the respective scheduled interview time, allowing 1-2 days advance notice.

STEP 8 Process of Interview Day

- Panel convenes in session 15-30 minutes before first scheduled applicant

- HR monitors and facilitates the interview process
- Orientation of interview panel to duties as members, including appointing a Chair for the panel
- Declaring a “No conflict of interest” with applicants
- Introduction of panel members to each applicant
- Take minutes and ensure a fair process.

Upon completion of interview, the HR facilitator is excused, and the panel deliberates as to their final rating and result of interview.

STEP 9. Panel Chairperson finalises ratings and prepares an official letter of interview results and selection

recommendation upon consensus of interview/selection panel members.

- Deliver the recommendation letter to HR Officer.
- HR conducts reference checks before forwarding selection recommendations from interview/selection panel to respective authorities.

STEP 10. HR reviews and forwards recommendations to the respective head of division and final approval by the Director.

- HR Issues disqualification letters to unsuccessful applicants.

STEP 11. Upon approval, HR initiates classification & compensation protocols.

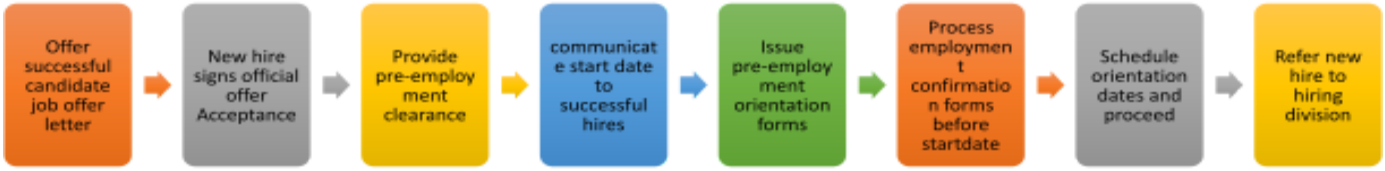
STEP 12. HR forwards form to hiring Division, Finance/Account Division, respective head, and final

approval by President/Director.

6. Procedure for reporting

Comprehensive Written report detailing hiring processes.

Fig 2: Flowchart for Job Offer Procedure



1. **Procedure for work**

STEP 1. HR prepares Job Offer letter for successful candidate. Job Offer letter specifies:

- Position Title
- Reporting Authority
- Job Description
- Base Salary
- Benefits
- Start Date

Advise successful candidate by appropriate means to ensure prompt communication, and provide prospective hire.

STEP 2. Upon acceptance of job offer, new hire signs the job offer as an official acceptance of all conditions therein.

STEP 3. HR provides pre-employment clearances to the new prospective hire

- Police clearances
- Medical clearances
- Immigration clearance (if applicable)

STEP 4. Upon receipt of pre-employment clearances, with no record or medical conditions prohibiting employment, successful incumbent will be advised of start date by HR Office.

STEP 5. HR issues all required forms for initial employee orientation

(GIRC Email/Domain Account Request Form, Employee Handbook Guide and provide information on Accessibility of Company Policies and Manuals on webpage/ Library, HR Office, and Director's Office)

- HR process employment confirmation forms; contracts before official start date.

STEP 6. HR schedules first day as orientation day for company facility familiarization and accessibility.

STEP 7. HR refers new employee to hiring division upon completion of all orientation processes

and documentation.

2. **Procedure for reporting**

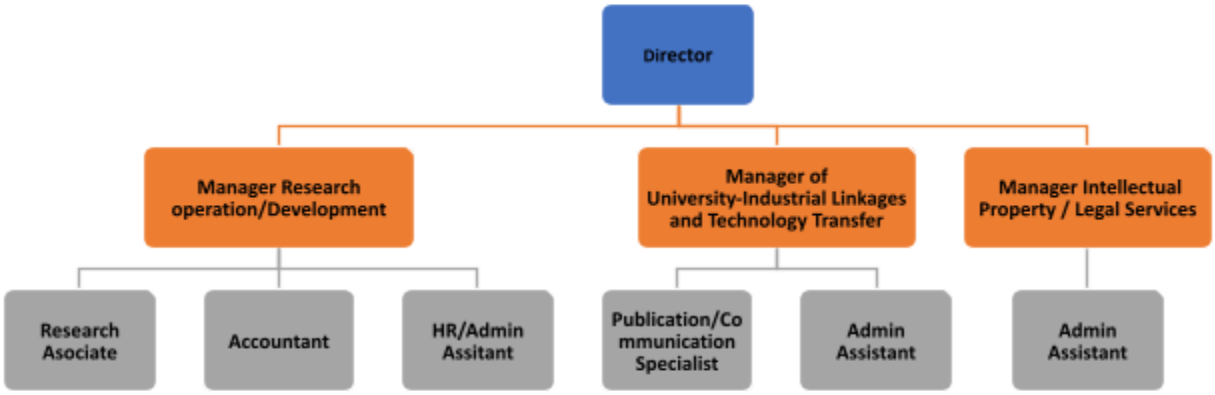
Written report detailing in step in the process.

ADMINISTRATIVE STRUCTURE

The prerequisites' administrative structure of your organisation includes Director, Managers and supporting staff.

	Designation	**status**
1	Director	Full time
2	Manager Research Operations & Development	Full time
3	Manager of University-Industrial Linkages and Technology Transfer	Full time
4	Manager Intellectual Property / Legal Services	Full/part time
5	Publication/Communication Specialist	Fill/part time
6.	Accountant	Full/part time
7	HR Manager/Officer	Full time
8	Administrative Assistant	Full time
9	Administrative Assistant	Full/part time
10	Research Associate	Full time

Fig 3: Organizational Structure



JOB DESCRIPTION OF GIRC DIRECTOR and MANAGERS

1. Director (full-time)

Manage and enhance the research activities of the center, develop research policies and priorities, work for fundraising for research, mobilize academia, business community and industry for research commercialization and serve as an effective advocate for research with the center and to its broader community of stakeholders and supporters.

Experience and Knowledge

- The ideal person should have an entrepreneurial mindset and vast experience (10 years relevant).
- Must have strong ties with the local government, business/industry, entrepreneur, university and social communities.
- Have proven leadership experience in managing and growing non-profit organizations.

Responsibilities

- Will implement the strategy and business development plan required to execute program initiatives to enhance the progress of the GIRC.
- The position also manages the operational aspects of the GIRC, Business and technology Incubators a (if any).
- Monetize royalty streams from licenses
- Draft and monitor department budget
- Oversee IP webpage, in conjunction with the web committee
- Work with Development Office to promote center's IP success stories. Utilize success stories to leverage commercialization efforts.

- Collaborate with the Principal Liaison for Technical Marketing and Licensing on the commercialization of the Institute's IP in coordination with manager industrial linkage.
- Other duties as assigned.

2. Manager of Research Operations & Development (full time)

The Research Office supports the externally and internally sponsored projects of the center by providing pre- and post-award support and ensuring compliance with sponsor regulations. The person will work in close liaison with the board of advance studies and research or office of sponsored research.

- Develop, maintain, and communicate pre- and post-award administrative procedures for externally sponsored projects.
- Support units with grant proposal submissions in conjunction with Sponsored Projects Administration (budget development; award documentation; administrative portions of proposals; internal approvals; monitor issues around effort, cost share, space needs, and tuition remission).
- Support units regarding contracts, progress reports, and other sponsor-related grant actions.
- Support faculty regarding post-award grant management, including projections, effort allocations and reporting, human resources, consultants, and close-outs.
- Coordinate internal and external reporting needs, including maintenance of database.
- Work with the Director of Research Strategy to set goals and responsibilities within the research office and to monitor procedural efficiencies.
- The Manager of Research Development provides overall vision for the center's research portfolio. The focus of this position is to foster collaborations among researchers and to support mentorship.
- Develop programs and activities that will increase funding for research from all public and private sources, establish and maintain excellent relationships with donors and stakeholders, and oversee proposal development and submission.
- Identify a programmatic strategy for research that promotes multidisciplinary collaboration.
- Facilitate collaborations among units by identifying overlapping research interests and providing opportunities to communicate.
- Provide information about the grant process to units including study section procedures, interpreting reviews, and identifying appropriate funding mechanisms.
- Develop and maintain research cores and infrastructure within the center including web pages, internal grant review procedures, and statistical support.
- Communicate with Development at both university and college levels about research initiatives and strengths.
- Oversee all aspects of the operation and development of the GIRC including research administration. (Budgeting, auditing, and accounting, human resources, management and maintenance of facilities and equipment, implementation of research contracts and human resources).

Experience and Knowledge

- The ideal person should have six years' relevant experience working for research and track record of management of research projects, organization, or research donor agencies

3. Manager of University-Industrial Linkages and Technology Transfer (full time)

- Promote the development of public-private partnerships in support of university research.
- Link the university's research community with the needs and priorities of the corporate sector.
- Develop opportunities for applied research and explore opportunities for technology transfer and the commercialization of university research.

Experience and Knowledge

- A proven track record of entrepreneurship either as a start-up entrepreneur or working in an environment supporting entrepreneurs.
- Strong ties with the local government, business, entrepreneurs, university, and social communities.
- Proven leadership experience in managing and growing non-profit organizations.
- Six years' experience with Business/industry is mandatory.

4. Manager Intellectual Property/ Legal Services (full/part-time)

He/she will work and support the research boards & GIRC and will be responsible for:

- Review and analyze all invention disclosures
- Identify and establish collaborations and/or licensing agreements associated with the Institute's intellectual property
- Identify potential synergies for center with non-profit research Institutes and academic licensing offices
- Actively license university technology
- Enhance culture of IP capture, including an ongoing evaluation of centers research for IP potential
- Track the success of university technology in the hands of licensees
- Conduct collaborative research agreement review for PIs conducting research under a contract with outside institutions.
- Oversee any litigation that may arise related to Institute IP
- Manage any infringement matters that may arise related to Institute IP
- Monetize royalty streams from licenses
- Draft and monitor department budget
- Oversee IP webpage, in conjunction with the web committee
- Work with Development Office to promote centre's IP success stories. Utilize success stories to leverage commercialization efforts.
- Collaborate with the Principal Liaison for Technical Marketing and Licensing on the commercialization of the Institute's IP in coordination with manager industrial linkage.
- Other duties as assigned.

Education and Certification

- Law graduate with specialization in IPR

Experience and Knowledge

- 3-5 years of relevant experience is required.

4. Manager Business Incubator: (position full-time apply where GIRC has an incubator for Business Development and spinouts)

Manager will develop an organizational plan and recruit the necessary resources to grow the operation. The ideal candidate will have three key attributes:

- A proven track record of entrepreneurship either as a start-up entrepreneur or working in an environment supporting entrepreneurs.
- A strong tie with the local government, business, entrepreneur, university, and social communities.
- Proven leadership experience in managing and growing non-profit organizations.
- Successful candidates will have an MBA Degree or equivalent with six years relevant experience.

Responsibilities

- He will implement the strategy and business development plan required to execute program initiatives that will enhance the reputation of the Incubator.
- The position also manages the operational aspects of the Incubator Program and works with member stakeholders by aiding them in achieving their goals and objectives.

Supporting Staff

Research Associate (full-time)

Administrative Assistant (2 full-time and 1 may be part-time)

Accountant (full/part-time)

Publication/ Communication Specialist (Part-time)