

HONG KONG BAPTIST UNIVERSITY

Human Resources Office

CONFIDENTIAL

HRO/RCT/F200

Request for Filling of Posts (For All Staff Grades)

(For Human Resources Office's use)

PR /

A. Details of the post(s) to be advertised:

1. Post/Title: _____
☐ New post ☐ Replacement of _____
(Name of departing staff)
2. No. of Vacancy(ies) _____
3. Faculty/School/Department/Office: _____
4. Duration of Appointment: _____
5. Expected Commencement Date: _____
6. Band/Salary Range: _____
7. Source(s) of Funding: (Please specify the A/C No. if available)
☐ UGC Fund _____
☐ Special UGC Fund/Earmarked Grant _____
☐ Non-UGC Fund _____

(Please attach a copy of (a) draft advertisement specifying the post requirements and terms and conditions of appointment and (b) the **job specifications** for non-teaching posts only.)

B. Media of Advertisement: (Due to budget constraint, the Human Resources Office may request the user Department/Office to top up the cost for additional advertising expenses arising therefrom.)

Local Media:

(please select one)

- ☐ South China Morning Post (normally for academic/managerial & senior professional posts)
- ☐ Ming Pao (Jump)
- ☐ Jiu Jik
- ☐ Recruit
- ☐ Career Times
- ☐ Others, please specify: _____

} (for non-teaching posts)

Overseas Media (Note 3):

For academic posts only

- ☐ Chronicle of Higher Education
- ☐ Times Higher Education Supplement
- ☐ Others (Note 4) _____

C. (For authorization of request for filling positions, please refer to Note 5.)

Requested by:

Approved by:

Name: _____ Date: _____
Capacity: _____

Name: _____ Date: _____
Capacity: _____

D. For Human Resources Office's Use:

Unless specified otherwise, the benefits package to be provided will be in line with the University policy.

Gratuity:	<input type="checkbox"/> 10% - 15% <input type="checkbox"/> 10% <input type="checkbox"/> 8.5% <input type="checkbox"/> Appointment less than 1 year - Nil
Medical Benefits:	<input type="checkbox"/> Medical Scheme for appointee and family members <input type="checkbox"/> Medical Scheme for appointee only <input type="checkbox"/> Accident/Medical Insurance <input type="checkbox"/> Nil

E. For Finance Office's Use:

To:	From:	Date:
SR No.:		
Budget (\$) Confirmed:		
A/C No.:		
Salary Level:		
Confirmed By:		

F. Handling of Applications:

- ☐ HRO to receive and handle applications
- ☐ User department/office to receive and handle applications direct. ("Guidelines for Handling Job Applications") can be found at Page. 3 of this form

G. Remarks (if any):

Important Notes

1. This Request for Filling of Posts should be accompanied by a copy of draft advertisement, of which the outline is given as follows:
 - Para. 1 - Job Specification, such as:-
duties and assignments, responsibilities etc.
 - Para. 2 - Post Requirements, such as:-
education, professional qualification, working experience, special aptitude, shift duties, irregular working hours, occasionally work in evenings and weekends, etc.
 - Para. 3 - Terms and Conditions of post:-
The Human Resources Office will provide the generally applicable terms and conditions in the advertisement. In case there are specific requests, please state in the draft advertisement.
2. To facilitate the clearance of source(s) of funding and the preparation of a camera-ready copy of advertisement for the purpose of publication at various channels, please kindly note the following deadlines for sending this request form to the Human Resources Office:-

	<u>Media</u>	<u>Deadline</u>
Local Advertisement	South China Morning Post (Saturday)	Friday of the preceding week
	Other medium	1 week before the medium's closing date for placing the advertisement
Overseas Advertisement	Chronicle of Higher Education (Friday) Times Higher Education Supplement (Friday)	3 weeks before the expected date of publication
	Other medium	2 weeks before the medium's closing date for placing the advertisement

3. For placement of advertisement in overseas media, the advertising cost for each post will be limited to an amount to be set by the Human Resources Office each year while the number of newspapers/journals can vary within the limit.
4. For any medium other than *Chronicle of Higher Education and Times Higher Education Supplement*, please provide details such as correspondence address, telephone/fax number(s), charges & the relevant submission deadline as well as an extracted copy of advertisement indicating the required format.
5. The advertising of general clerical and executive posts will be in the form of a general advertisement for various offices/departments. Similar posts will not be advertised again within three months from the last advertising date unless there are specific requirements to the posts or the pool of candidates have been exhausted. If department/office wishes to place a specific advertisement for its own use, the relevant budget-controlling officer is expected to provide the additional resources for the specific request.
6. Authorization of Filling of Posts

<u>Posts</u>	<u>Initiated By</u>	<u>Approved By</u>
Head of Office	respective VP/PROT or P/VC	-
Dean of Fac/Sch	AVP	-
Teaching & Non-Teaching Staff (Fac/Sch)	HoD/Course Director/Programme Head	Dean
Managerial/Senior Professional Staff (Band F & above but not at Head of Office level)	HoD	respective VP/PROT or P/VC
Executive/Professional (Band D1 to E2) & General Staff (Band A to C)	HoD	-
Research Staff	Project Investigator	-

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Human Resources Office
Guidelines for Handling Job Applications

Points to note:

- All applications should be treated in the strictest confidence.
- The number of staff assigned to handle the applications should be limited to the least as far as possible.
- Please note that under the Equal Opportunities Ordinances, it is unlawful for any person to discriminate against a job applicant on the grounds of sex, pregnancy, marital status, disability, family circumstances and race.
- Shortlisting of candidates should be made on the basis of consistent selection criteria, i.e. the job requirement as set out in the conditions of appointment for the respective staff grades.

Steps to follow:

- Receipt date of application should be clearly marked on each and every job application.
- A serial number should also be added on each of them.
- Please ensure that all applications are kept in a safe place and that staff member(s) not involved in the recruitment process should not have access to the applications.
- For academic/teaching or administrative positions, an acknowledgement slip should be sent out to each applicant within 3 days after the receipt of application. Names of all applicants, in series of their arrivals, should also be listed in the applicants' list.
- Screening and shortlisting of applications should preferably be done after the closing date of applications in order to ensure fairness and objectivity in the selection process.
- The final shortlist together with all applications should be returned to the Human Resources Office for the arrangement of interview and other follow up actions.