



Version	Author	Date	Revision Notes
01		15/1/2023	

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4.2 Recruitment and Selection Policy for Faculty Members and Administrative Sector (HR04.2)

4.2.1 Purpose:

An integrated system for appointments and selection has been developed to clarify the steps and procedures required for recruitment, and to ensure accuracy and ease of implementation, as well as to help attract distinguished leadership talents and competencies candidates.

4.2.2 policies:

Misr University for Science and Technology depends on attracting, developing, and retaining the most qualified human resources. The following indicators summarize the vision of the university regarding the selection of faculty members and administrators, which aligned with the strategic goals of the organization as well as the main requirements for different jobs:

- Qualifications
- Specialized Postgraduate Studies (MBA)
- Previous Practical Experience
- Competencies and Skills
- Values and Ethics.
- Communication Skills.

4.2.2.1 Basic Principles of Recruitment:

4.2.2.1.1 Hiring the Competencies: Misr University for Science and Technology aims to attract, hire, and retain the competencies.



- 4.2.2.1.2 **Equality and Non-discrimination**: Misr University for Science and Technology provides equal opportunities and does not allow discrimination based on gender, race, religion, nationality, or disability and is based on objective and standards to prevent bias and discrimination.
- 4.2.2.1.3 **Recruitment Regarding Modern Slavery**: Misr University for science and Technology does not employ based on slavery. The university combats forced labor and child labor in accordance with the governmental regulations in the Egyptian Labor Law, it is not allowed to hire employee under the age of 18 years according to "Article No. 99 of the Egyptian Labor Law" No 12 of 2003.
- 4.2.2.1.4 **Transparency**: All applicants are treated in a similar manner, including procedures, evaluation results and responses to applicants who attended interviews but were not selected.
- 4.2.2.1.5 **Effectiveness**: The recruitment process should have a specific and flexible schedule according to the manpower plan.
- 4.2.2.1.6 **Positive Impressions of Applicants**: All applicants must have good impressions whether they are accepted or not, and the recruitment and selection process must ensure that talented candidates are attracted, and that the university reputation is maintained in a positive way.
- 4.2.2.1.7 **Confidentiality and Privacy of Applicants' Data**: All information and data related to the recruitment process are treated with strict confidentiality in accordance with the regulations and policies regulating that.
- 4.2.2.1.8 **Employment Regarding Equal Wages**: Misr University for Science and Technology is committed to paying equal wages to increase job satisfaction in accordance with the internal policies. The university does not differentiate between genders in wages and salaries.



4.2.2.1.9 **Employment of People of Determination:** The university is committed to ensuring the right of people with determination to obtain equal opportunities for work that commensurate with their academic qualification, professional preparation, and type of disability. It is also committed not to subject them to any type of forced or compulsory labor, and it must provide them with protection under fair working conditions. On equality with the rest of the employees, the university guarantees them access to all the benefits of the faculty members and administrators, in addition to the benefits that are obtained in accordance with the law, for example, early dismissal.