



## RECRUITMENT PROCEDURE



## 1. PURPOSE

International School Basel welcomes the opportunity to enrich the school community by recruiting vibrant and well-qualified teachers and support function employees. The aim of the Recruitment Procedure is to ensure that the best employees are being hired based on the needs of the School and the candidate's academic background, experience, suitability for the position advertised as well as value alignment with the School mission and philosophy.

ISB's commitment to hiring and retaining quality employees has created a community of professional and dynamic teaching and administrative staff with low turnover rates and a high degree of involvement in professional development programmes. At ISB, we live our Mission and are committed to creating safe, caring, and affirming learning spaces for our international community. It is our aim to create a welcoming environment for students and families from across the globe and to promote learning and respect for people of all nationalities, religions and cultures.

ISB does not discriminate in its hiring practice on the basis of race, color, creed, sexual orientation, gender, age or nationality in matters of hiring, retention and promotion. Positions are contingent upon meeting Swiss immigration regulations.

## 2. COMMITMENT TO SAFE RECRUITMENT

ISB is committed to safeguarding and promoting the welfare of students in its care and therefore holds itself to a high standard of effective recruitment practices with specific attention to child protection.

As an employer, the School expects all employees and volunteers to share this commitment. According to ISB Guidelines for Pre-Employment Background Screening, all post holders are appointed subject to satisfactory Criminal Records Checks, Social Media Check, Civil Litigation Check, Global Sanctions Check, and Reference Checks with past employers.

## 3. RECRUITMENT PROCESS

The following procedure is designated to achieve the best match between an individual's knowledge and skills, experience and character, and the requirements of the available job role.

The recruitment process starts as soon as a vacancy has been identified.

Before any action is initiated, careful consideration will be given to the necessity for filling the post, the tasks to be undertaken and the skills, attributes and behaviors required from the job role.

All posts (both new and replacement) need to be authorized by the School Director to ensure consistency of employment practice and that the budget requirements are met. The aim of advertising is to attract a wide range of high-quality candidates from diverse backgrounds.

All identified vacancies will be advertised and subject to a competitive selection procedure. Advertisements will be published simultaneously internally and externally. Posts may be advertised internally only where it is anticipated that a suitable field of candidates exists and in response to specific needs.

The School reserves the right to appoint without advertising under certain conditions.

### Recruitment Documentation

Prior to advertising, a job description which describes the general purpose, duties and responsibilities, needs to be defined and made available. The qualifications, skills, experience, knowledge and abilities that are essential and desirable for the post should also be identified.

The job description is approved by the relevant Manager and the School Director.

Based on the approved job description, a job advertisement will be drawn up by Human Resources.

## Application Documentation

ISB requires each candidate to provide a thorough personal and professional profile. All applicants (both internal and external) are required to submit, at a minimum, a complete application including:

- up-to-date CV
- letter of application
- names and contact details of at least two (although three is preferred) confidential professional references who have line-managed the candidate, one of which should ideally be the applicants current Head of School if appropriate

Depending on the nature of the position, copies of academic/technical certifications and additional references may be requested.

Applications will not be considered when:

- received via hardcopy rather than electronically as instructed
- CV and cover letter are in a language other than English (unless otherwise specified)

All applicants are subject to satisfactory references and pre-employment background screening.

## Application Procedure

Candidates applying have to send their complete application to [recruitment@isbasel.ch](mailto:recruitment@isbasel.ch) or apply via allocated recruitment platforms: i.e. Search Associates, ISS Schrole, TES, LinkedIn, jobs.ch. The recruitment channels used will vary based on the nature of the vacant post.

## Acknowledgement

All candidates will receive an automatic email confirmation of receipt.

## Applications Screening

According to the advertised vacancy, a relevant hiring team will be identified by the Director.

The hiring team will depend upon the position. This typically includes Human Resources, Department Heads, Vice Principals and Coordinators during the longlisting process and Principal and Director throughout the entire process.

All received applications are initially processed and reviewed by HR to confirm that candidates meet the requirements set on the position as well as permit considerations. Qualified candidate profiles are shared with the hiring team via Google Recruitment folder.

## Long- and Shortlisting

Longlisting takes place as soon as possible after the closing date.

The appointed hiring team defines a longlist of candidates (usually a maximum of 6) to be interviewed in the first round by Line Manager, Vice Principal/Coordinator or senior colleague and HR.

The longlist interview team will include at least two hiring team members.

Shortlisted candidates are identified after the longlist interviews and presented to the Principal and/or other Leadership Team members as well as the Director for the final round of interview.

## Interviewing

Once the shortlist has been decided, the candidates will be notified by HR as soon as possible. Invitation to interview is confirmed in writing. Adequate time will be allowed between invitation and interview to allow candidates time to prepare for their interview.

As far as possible, applicants will be met in person even where there is only one candidate, including internal appointments and promotions.

When an interview in person is not possible, a Google Meet, Zoom (or equivalent) meeting will be organised.

Candidates will be asked competency and personal questions as well as questions regarding candidate's awareness and observation of professional boundaries; appropriateness of relationships with children; commitment to and evidence of taking action to protect children.

A specific set of short- and longlist interview questions will be prepared based on the nature of the advertised job role.

## School Visits

For Senior level positions (e.g. Principal) shortlist candidates are usually invited to ISB for a multi-day campus recruitment process. Finalists will normally meet each of the stakeholder groups (employees, students, parents) who will be asked to give feedback regarding the candidate's suitability for the advertised role. This feedback forms part of the Director's final consideration.

## Recruiting Expenses

When travel and accommodation arrangements have to be organized for candidates, HR will obtain the approval of the Director / Director of Operations beforehand and will notify the candidate of the reimbursement procedures.

## Final Candidate

The Director makes the final decision on all appointments based on the interviews and feedback of the hiring team.

As a matter of principle, ISB is not hiring teachers who are breaking contract unless approved by the applicant's current Head of School.

## Reference Checks and Pre-Employment Background Screening

Once the successful candidate has been identified, HR will contact the candidate's referees for a confidential written reference. One or more of the confidential references is a direct supervisor of the candidate (minimally at the Assistant Principal's level).

As a final step of the process, the School will contact the applicant's current Head of School (by telephone or by video call) for a final verbal reference; where necessary, an alternative contact will be used if deemed appropriate by the School.

Referees are contacted through their business email addresses or telephone numbers (if possible).

In case of need, referees' identities and contact details will be checked using professional directories and resources.

For registered Search Associates and ISS Schrole candidates, ISB will download candidates' Search Associates/ISS Schrole profiles (including the references) directly.

As a precondition of employment, ISB will conduct a pre-employment background screening including but not limited to Criminal Records Checks, Review of Sex Offender Registries, Social Media Check, Civil Litigation Check, Global Sanctions Check for all appointments.

ISB is using the accredited external agency, Avvanz, to conduct and secure the above listed background checks. All costs of the screening will be borne by ISB.

Candidates who were interviewed but not selected will be notified by HR either by phone or email after the positive references have been obtained for the final candidate.

### Employment Offer and Contract

After the successful completion of the reference checks, the candidate will be extended the employment offer on behalf of ISB indicating a response date.

The accepted employment offer is subject to the Employment Agreement being additionally signed between the parties to constitute the entire agreement and understanding among the parties.

ISB's Child Protection Policy together with the contract terms and conditions, school internal regulations as well as the Staff Handbook will be shared with the appointed candidate for acknowledgement.

The employment is dependent on receiving a criminal record which is free of convictions.

This offer is only contingent upon authorities issuing candidates the work and residence permits required for employment under Swiss law and will not start until such issuance.

### Probation Period

Probation period applies to all newly appointed employees and is precisely stipulated in each individual contract of employment.

### Onboarding

All new employees participate in an orientation program while joining ISB. The goal of the orientation is to help our new employees feel welcomed and integrated into our School community and culture as well as to support them in performing the new job successfully. While joining ISB, all new employees will be supported by various onboarding activities and trainings including a campus tour with introductions and guidelines in the use of IT equipment as well as health, safety and security regulations. Parts of the orientation program are being done virtually prior to joining the School.

For safeguarding and to promote the welfare of children, the induction program also includes an online Child Protection for International Schools course to ensure employees feel confident about all aspects of child protection: awareness, types, sign and symptoms, prevention and reporting process.

## 4. HIRING APPROACH FOR FAMILY MEMBERS/PARTNERSHIPS

As is common practice at international schools, family members and partners are welcome to apply for vacant positions at the School. All appointments are made on the basis of merit and the needs of the School. Family members or partners who apply will be considered as individual applicants and no preference will be given. There is no guarantee that a job offer to one of the applicants will result in a job offer to another.

Family members and partners will also be considered for positions working within the same department or school section. In order to avoid a conflict of interest, one family member or partner cannot however be a direct line supervisor of the other; an alternative supervisor will be assigned to offer a different reporting structure should there be a need.

As a general rule, family members will not be part of the hiring team during the recruitment process.

## 5. EFFECTIVENESS OF THE PROCEDURE

The Recruitment Procedure is effective as per 1 June 2020. ISB reserves the right to modify the guidelines due to economic, legal, business or other reasons.