

# BONDO TECHNICAL AND VOCATIONAL COLLEGE



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## PROCEDURE FOR HIRING NEW STAFF IN THE HUMAN RESOURCE DEPARTMENT

### Recruitment

- (1) Recruitment will be guided by the values and principles of the public service spelt out in Article 232 of the Constitution.
- (2) In recruitment, the college will ensure that the staff appointed into the college 's service has the necessary skills, knowledge and attitude to deliver efficient and effective services.
- (3) In the recruitment process, due consideration will be given to: -
  - (a) appropriate organizational structure in each Department;
  - (b) optimal staffing levels;
  - (c) Schemes of service and career progression guidelines.

### Recruitment advertisement

- (1) All vacancies shall be advertised internally and externally. The advertisement should contain: -
  - (a) The essential functions of the position;
  - (b) Minimum education and experience qualifications for the position;
  - (c) A summary of the key performance areas/primary duties of the position;
  - (d) The format and content of applications;
  - (e) The address where, and person to whom, applications must be delivered;
  - (f) The closing date for the submission of applications;
  - (g) Grade;
  - (h) Job location;

- (i) Category e.g. permanent, part-time etc.

#### Appointment of a selection committee

- (1) A Committee will be appointed to oversee the selection strategy for application review, determination of testing methodology, administration of tests and scoring, and reference check criteria.
- (2) The selection committee will comprise of a minimum of three of the following, the Principal, the Deputy Principal, the Human Resources Officer and Head of Department to whom the job applicant will report to.

#### Interviews

(1) Interviews for staff employment or promotion shall be conducted in a manner that complies with the College's commitment to equal employment opportunity, to ensure that qualified candidates are not discriminated based on ethnicity, religion, gender, age, disability, status etc.

(2) Individuals conducting employment or promotional interviews: -

- (a) Shall prepare in advance for the interview a list of core questions which will be asked of all candidates interviewed; reviewing the requirements for the position and compare them with the applications and resumes of candidates; and noting areas in the person's job history where clarification or amplification is needed.
- (b) Shall not ask any questions which are not relevant to the applicant's ability to perform the job. The interview panel should ask the same core, job-related questions of all candidates to ensure consistency of treatment and comparability of responses among those interviewed.

#### Offer of Employment

- (1) A person appointed to any office will be given the appropriate letter of employment, as the case may be, which may be accepted or rejected by the candidate within the stipulated time (2 weeks).
- (2) A written contract of employment shall state particulars of employment which include, the name and address of the employee, job description, date of commencement of the job, form and duration of the contract, place of work, hours of work, remuneration, terms and conditions of employment which the employee is entitled to.

#### Letters of Appointment

- (1) An Employee appointed in any of the categories must be issued with a letter of appointment indicating the terms and conditions of service.

#### Probation

- (1) An Employee shall be put on probation for a period of 6 months as provided for in the employment Act, 2007.
- (2) An Employee appointed on probation must be regarded as being on trial with a view to learning his/her work and being tested as to his/her suitability for it. It is the duty of the senior officers to ensure that every Employee on probation is given adequate opportunities to qualify for confirmation in appointment.
- (3) Within reasonable time before the expiry of the probationary period, the Authorized supervisor should consider in the light of the reports on the officer's conduct, capabilities and performance whether or not the Employee is suitable for confirmation.
- (4) Where an officer 's conduct and performance are unsatisfactory, he/she shall be informed in writing and the probation period may be extended to a maximum period of three (3) months.
- (5) Should the officer 's performance fail to improve on expiry of the extended probation period, his/her services shall be terminated.
- (6) An Employee appointed to the Service in a pensionable post will be confirmed in appointment and admitted into the permanent and pensionable establishment on completion of the probationary period.

#### Confirmation of appointment

- (1) The power of confirmation of all officers in the appointments and extension or termination of their probationary appointments lies with Board of Governors under delegated powers. The board will make its decision based on the information obtained from employee review form filled out by probationer 's supervisor.

#### Medium-term appointment

- (1) Where vacancies cannot be filled on permanent and pensionable terms because of non-availability of suitable persons, candidates may be recruited to fill such vacancies on medium-term contract appointment.

- (2) An Employee serving on medium-term contract, and whose services are still required, will be informed in writing at least three (3) months before the expiry of the contract. On acceptance of the offer, the case will be referred to the Board for renewal.
- (3) Contract employment will be kept to a maximum period of five years. Contracts can be renewed for another period of five years once.