



Name of the Document

RECRUITMENT AND PLACEMENT PROCEDURE

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1. PURPOSE

The aim is to perform the selection, orientation and trial process of the personnel who will demonstrate the characteristics required by the job at Istanbul Aydın University within the specified systems.

2. CONSENT

It includes all administrative and academic staff.

3. DESCRIPTIONS

3.1. -

4. APPLICATION

4.1. For Academic Personnel;

- 4.1.1. Academic Personnel Recruitment and Placement process is carried out in accordance with the following regulations, laws and work flow;
- 4.1.2. Regulation on the Procedures and Principles Regarding the Central Examination and Entrance Exams to be Applied in Appointments to be made to the Academic Staff of the Faculty.
- 4.1.3. The law numbered 2547 and the law numbered 7100,
- 4.1.4. Assoc. Prof. Dr. / Professor Appointment Workflow Chart
- 4.1.5. Appointment of research assistant/doctor academic member/instructor workflow chart.
- 4.1.6. Department managers report the number of employees planned to be hired during the year on a monthly and position basis with "**Annual Recruitment Plan Form**" shared by the Directorate of Personnel Department within the budget period each year. The requests are evaluated by the Directorate of Personnel Department and submitted to the Rectorate for approval.

4.2. For Foreign-National Personnel;

- 4.2.1. Foreign national staff completes all required documents and delivers them to the Directorate of Personnel Department.
- 4.2.2. The documents of foreign national personnel are submitted to the decision of the Board of Directors by the Directorate of Personnel Department and a copy of the file with a cover letter is sent to the Higher Education Council.
- 4.2.3. Work permit is obtained according to the permission date received from the Council of Higher Education (YÖK) and the Directorate of Personnel Department informs the Human Resources Directorate about the insurance entry information.
- 4.2.4. Original receipts are sent to the Council of Higher Education (YÖK) again and Work Permit Card is sent to our University.
- 4.2.5. Orientation Education and Trial Period Evaluation process are carried out in line with the Administrative Staff.

4.3. For Administrative Personnel;

4.3.1. Request for Personnel

- 4.3.2. Department managers report the number of employees planned to be hired during the year on a monthly and position basis with "Annual Recruitment Plan Form" shared by the Directorate of Personnel Department and Human Resources Department within the budget period each year. The requests are evaluated by the Human Resources Department and budgeted in accordance with the general budget and shared with the departments.
- 4.3.3. When there is a need for personnel other than planned personnel requests (the creation of a new position or filling vacant positions, etc.), "**Personnel Request Form**" and is filled out by the department manager in accordance with the budget, and, a request is made. The relevant top manager approves the request.
- 4.3.4. The recruitment and placement process for the approved personnel request starts.



4.3.5. The department requesting personnel is responsible for the creation or revision of job descriptions of the new position together with the Human Resources Department.

4.3.6. The Human Resources Department informs the relevant department manager about the reasons in case of unapproved requests.

4.4. Meeting the Personnel Demand

4.4.1. External candidate search process starts through the candidate database, consultancy firms or internet application portals according to the position.

4.4.2. If necessary, the Human Resources Department announces the vacant position within the institution. The application for the vacant position of the requesting department is directed to the Human Resources Directorate. The application is accepted with the suggestions and references of the institution's employees.

4.4.3. First degree relatives (spouses, children, siblings, parents) of the employees cannot be evaluated within the institution.

4.5. Interview

4.5.1. Applications are pre-screened by the Human Resources Directorate according to the criteria required by the position. Telephone interviews with pre-selected candidates are made and then they are invited for the first interview.

4.5.2. Candidates fill in the "**Job Application Form**" before the interview and the first interview is conducted by the Human Resources Department, "**Candidate Evaluation Form**" is filled in.

4.5.3. Candidates who are evaluated as positive in the first meeting are invited for an interview with the relevant Department Managers.

4.5.4. Interviews are conducted by department managers and "**Candidate Evaluation Form**" is filled in.

4.5.5. The executives and the Human Resources Department make the necessary evaluations and decide for the appropriate candidate.

4.6. Reference Control

4.6.1. The Human Resources Department takes the reference from at least two previous workplaces, one of which is the last workplace, and completes the required research and the "**Reference Control Form**".

4.6.2. Reference controls of eligible candidates selected in positions carried out through consulting firms are shared in writing by the consulting firm.

4.6.3. If the result of the references is negative, the candidate is eliminated from the process.

4.7. Required General Conditions

4.7.1. The following general conditions are required for the personnel to be recruited.

- To be a citizen of T.R. or to be a foreign with residence permit in Turkey,
- To complete military services or to postpone for an appropriate time if the individual is a male.
- Not to be deprived of public rights,
- Not to be convicted of a shameful crime,
- Not to be under the obligation of compulsory service to public or private institutions and organizations,
- To have at least Associate Degree and / or Undergraduate Degree,
- Candidate has to give information before the service contract if there are cases that have not yet been decided.

4.8. Recruitment Exam and Personality Inventory

4.8.1. If necessary, the personnel to be employed may be subjected to oral or written examination according to the nature of the position and / or personality inventory may be applied.



- 4.8.2. The working conditions submitted to the candidate are approved through the "**Employment Request Form**" and submitted through the "**Employment Request**" by the Human Resources Department.
- 4.8.3. The applicant is required to prepare the documents in the "**Employment Document List for Administrative Staff**" in case s/he accepts the submitted proposal.
- 4.8.4. The required documents are delivered to the Human Resources Directorate by the new personnel at least one day before the start of the work.
- 4.8.5. The candidates who are eliminated in different stages of the recruitment process are informed by telephone, e-mail or "**Rejection Letter**" after the position is closed.
- 4.8.6. Non-eligible candidates are informed through the consultancy firm in the positions carried out through consultancy firms.

4.9. Employment Procedures

- 4.9.1. The Human Resources Directorate checks the documents of the personnel and ensures that they are completed if there is any missing document. If the documents are correct and complete, the person's personal file is created.
- 4.9.2. **Health Report:** The personnel is directed to the Workplace Doctor together with the "**Starting Work Health Report Form**" at least one day before the start of the work and a Health Report is obtained.
- 4.9.3. **SSI Entry:** The SSI entry of the personnel who started to work is made by payroll department at least one day before the start of the job.
- 4.9.4. **E-mail Account, Computer, Business Card and Phone:** Mail account, computer, business card and telephone are provided from related department in accordance with the position.
- 4.9.5. **Documents to be signed by the personnel:** Statement of Employment, Labor Contract, Internal Regulations, Job Description, and Clarification Text and Explicit Consent within 6698 numbered Law on the Protection of Personal Data are signed by the personnel with each page initialed and kept in the personal file.
- 4.9.6. **Starting to work announcement:** The announcement of the personnel's starting of work shall be published in the institution by e-mail.
- 4.9.7. All processes related to the recruitment of the personnel are monitored by the Human Resources Department and the Directorate of Personnel Department and the documents are kept in the personnel file.

4.10. Orientation Education

- 4.10.1. Orientation training is given as of the day the new employee starts to work in order to adapt to the workplace and her/his duties in a short time.
- 4.10.2. The Human Resources Department and Directorate of Personnel Department send orientation information e-mail, prepare the "**Orientation Form**" for the employee's Orientation program and coordinate with the relevant unit manager.
- 4.10.3. The training organized by the Human Resources Department, Directorate of Personnel Department and / or the related department manager includes brief introduction of Istanbul Aydın University, organizational structure, rules and working principles to be followed by employees, transfer of subjects related to the duties of the employee and on-the-job training.
- 4.10.4. The relevant managers and personnel sign the form about orientation completion and the form is stored in the employee's personal file.

4.11. Trial Period Evaluation-Manager

- 4.11.1. An evaluation information mail is sent to the relevant manager via the system 2 weeks before the expiry of the 2-month trial period of the recruited personnel. The Department Manager fills in the "Trial Period Evaluation Form-Management" via the system.



4.11.2. A reminder email is sent to the manager by the system 2 days apart until the form is filled during the evaluation period. It is legally important to carry out the assessment within its evaluation process.

4.11.3. Necessary actions are taken by the Human Resources Department and Directorate of Personnel Department together with the related department according to the evaluation results of the manager.

4.12. Trial Period Evaluation- Employee

4.12.1. An evaluation information mail is sent to the relevant personnel via the system 2 weeks before the expiry of the 2-month trial period of the recruited personnel. The personnel fills in the "**Trail Period Evaluation Form-Employee**".

4.12.2. A reminder mail is sent to the personnel by the system every other day until the form is filled out during the evaluation period.

4.12.3. The necessary actions are taken by the Human Resources Department and Directorate of Personnel Department together with the related department according to the result of the evaluation of the personnel.

5. RELATED DOCUMENTS

- 5.1. Yearly Recruitment Plan Form
- 5.2. Personnel Request Form
- 5.3. Job Application Form
- 5.4. Candidate Evaluation Form
- 5.5. Reference Control Form
- 5.6. Personnel Job Offer Form
- 5.7. Employment Document List for Administrative Personnel
- 5.8. Employment Document List for Academic
- 5.9. Starting to Work Health Report Form
- 5.10. Rejection Letter
- 5.11. Orientation Form
- 5.12. Trial Period Evaluation Form-Manager
- 5.13. Trial Period Evaluation Form-Employee
- 5.14. Regulation on Procedures and Principles Regarding Central Exams and Entrance Exams to be Applied to Appointments for Academic Staff Other than Faculty Members
- 5.15. The Law Numbered 2547 and Law Numbered 7100
- 5.16. Assoc. Prof. Dr./Professor Appointment Work Flow Diagram
- 5.17. Research Assistant/Assist. Prof./Instructor Appointment Work Flow Diagram