

INTERVIEW PROTOCOL AND RECOMMENDATION

GENERAL INFORMATION						
Name				Phone		
Position			Department			
Nationality	Location			Current Salary		
<input type="checkbox"/> Face to Face Interview		<input type="checkbox"/> Phone Interview		Interviewer		

If not Saudi, does the candidate have a transferable Iqama? Yes. No. Profession in Iqama:

CANDIDATE EVALUATION						
Criteria	Poor	Fair	Satisfactory	Good	Excellent	Comments
Knowledge of Specific Job Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Related Job Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Related Education Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication and listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attitude and Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interest in Position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
English Proficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comprehends Job Context	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Assessment						

Department Recommendation							
<input type="checkbox"/> Accept <input type="checkbox"/> Decline <input type="checkbox"/> Hold	Salary Recommendation		Grade		Step		
	Basic		Housing		Transportation		Total
Comments					Director's Signature		

Human Resources Department							
<input type="checkbox"/> Accept <input type="checkbox"/> Decline <input type="checkbox"/> Hold	Salary Recommendation		Grade		Step		
	Basic		Housing		Transportation		Total
Comments					Director's Signature		

Approved By
Dr. Issa H. Alansari, the Rector



PRINCE MOHAMMAD BIN FAHD UNIVERSITY
HUMAN RESOURCES DEPARTMENT

JOB REQUISITION FORM

DEPARTMENT: _____

REQUESTOR NAME: _____

MANPOWER REQUIRED

Job Title : _____

Number Required : _____ Date Required : _____

TICK () IN THE APPROPRIATE BOXES :

This Recruitment is for :-

() New Position

Please list reasons for creating new position

- Does this position require specialized skills/training/licenses that current staff do not possess?
If yes, please specify _____
- How is this position critical to achieving departmental goals which are aligned to PMU strategic plan? _____
- What options were considered for redistribution of job functions to create efficiencies and salary savings? _____
- Is the position legally mandated and a decision not to fill the position would negatively affect PMU? If Yes, please specify _____
- Indicate additional justification if needed

() Replacement for _____ due to () Resignation
() Termination
() Promotion
() Transfer

JOB SPECIFICATION

Education : _____

Skills : _____

Experience : _____

RESPONSIBILITIES :

FOR HUMAN RESOURCES USE ONLY:

HR Director Recommendation:

HR Director Signature

Date

RECTOR'S APPROVAL

- Approved
- Disapproved

Rector's Signature

Date