

1.1. Working business processes of AASTU academic staffs

1.1.1. Academic staff recruitment

AASTU recruits academic employees as stated in the rule of recruitment. Recruitment process of Bachelor, masters and philosophic degree is a little bit different. Recruitment process of master's applicant includes the following activities:

1. Each department makes a staff recruit request to their college preparing job description, number of employees required and person specification.
2. Then the college makes a decision on the request and shall prepare minutes and recommend for approval to the academic vice president.
3. Then the academic vice president shall receive requisition of academic employees from any departments of the university through their respective colleges. Then approves the requisition and sends it to human resource so that the hire to be conducted.
4. Human resources shall announce vacancies to the public through radio, television, newspapers etc.
5. Human resources shall register applicants and receive their educational and other relevant documents after checking against their originals.
6. If it is masters, Human resource and collage will do Short-listing and identifying the prospective employee with required characteristics and conduct an interview with the selected candidate. If it is Bachelor degree, the human resource and department will do so. If it is PHD, human resource and vice president will do Short-listing and identifying the prospective employee with required characteristics and conduct interview with the selected candidate.
7. The College makes decision on the selected candidates and shall prepare minutes and recommend for approval to the vice president.
8. The academic vice president orders the human resource to execute the hire.
9. Human resource ensures that the successful candidate is medically fit and free from any criminals and the final result will be posted on the organization notice board.
10. The human resource shall send recruit letters to college.

11. The selected candidates who are certified and fit for the job shall fill in application forms for employment.
12. Human resource prepares Personnel Action (PA) after collecting all documents necessary for the personal file of the employees. The PA shall describe Employee name, identification No, position/grade and salary, job code, cost center, location, work Unit/department, division, section, remarks and effective date.