

## Comprehensive Candidate Selection Process

**“You can have the best strategy and the best building in the world, but if you don’t have the hearts and minds of the people who work with you, none of it comes to life.”**

Keeping the above in mind TOS lays high importance on selection of its Human Resource & believes that having the right candidate in the right place will contribute to the overall development of the school & candidate

All appointments to all categories of employees are be made by the Selection Committee nominated by the School Managing Committee, either by direct recruitment or by promotion through a selection process recommended by the School Managing Committee and ratified upon by the Board of Trustees/ Core Committee.

### **Process for Human Resource selection:**

- **Manpower Planning is done on** the following parameters:
  - Level for which staff is to be recruited (Primary, Secondary, Sr.Secondary etc)
  - Category of the staff (whether full time, part time etc)
  - Qualification required for the post
  - New / replacement requirement
  - Experience if any needed
  - Special qualities, skills, traits needed for the post
  - Pay scale recommended ( consolidated or on Roll)
  
- **Advertisements:**
  
- **We invite applications from prospective candidates through advertisements published on the website, job sites or newspapers which will include:**
  - Job Profile
  - Criteria for application (qualification, experience)
  - Extra traits if desired.
  - School address, website details, email and phone numbers

### **Receiving Applications**

- Resumes are received & filtered – Candidates can apply up to a certain period, profiles are shortlisted and then called for the next stages :
  - Personal Interview
  - Salary Explanation
  - Online Test/ (For teachers)
  - Demo Interview (For teaching staff) / Task Interview (for non-teaching staff)
  - Final Interview

- For Walk In candidates a fixed date & time is given for the interview

**Selection Process for Walk In Candidates:** It consists of the following stages

- Organizational Brief.
  - Online Entrance Test.
  - Group Discussion.
  - If the candidate clears the Group Discussion then there will be Personal Interview..
  - If the candidate clears the Demo lesson/ Task then he/ she appears for the Final interview.
  - Demo lesson for teacher category and tasks for administrative staff
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- **Organizational brief**
    - Candidates are briefed about the organization, its policies, culture & way of functioning.
  - **Entrance Test**
    - All applicants get a fair chance to express themselves and show their caliber not only in the few minutes of a tense personal interview but they can write over an extended, relaxed time.



**Objectives:**

- To test English language proficiency
- To test subject competency and mastery of subject in a candidate.
- To test level of general awareness related to school matters, pedagogic principles and practices
- To test level of sensitivity towards child' needs

- If the candidate gets minimum 60% marks and if the qualifications meet with the post requirements, she / he is called for the next level - Group Discussion and or personal interview.

➤ **Group Discussion**

- Candidates are taken in small group and given a topic for discussion. The panel gets an opportunity to check spoken English, check candidate's true intentions and formulate initial impressions about the candidate

➤ **Personal Interview:**

➤ **Objectives:**

1. To give the candidate a chance to know about the school and expected work.
2. To create an opportunity for the School Management to meet the candidate
3. To evaluate the candidate's confidence level in answering range of questions
4. To clarify roles, pay scales and other practical issues concerning the candidate's appointment

**Personal Interview process:**

- Short-listed candidates are intimated via email/ phone about the personal interview schedule.
- Panel of interviewers: Trustee representatives, Director, Head of the respective level ( Pre-primary,/Primary, secondary, Sr.Secondary) and for special posts like Role holders an educationist /Psychologist/Consultant
- Panelists are briefed about each candidate. A full grading sheet of the overall performance of the candidate is provided for reference. If any special requirements are there from the school's side, the panelists are briefed about this too.
- Grading sheet gives guidelines for marking the candidate's performance during the interview.

- **Demo Interview process:** The candidate is given a topic, time for the demo after checking the availability of the candidate & the Interviewer.

➤ **Final Selection :**

- Is based on the overall performance of the candidate at all levels of selection process.
- The list of candidates finalized are ratified by the Board of Trustees/ Core Committee
- A welcome mail is sent to the shortlisted candidate –

➤ **Reference Check:**

- Is conducted for every selected candidate & is completed before the candidate joins the Organization. It gives enough information about the candidates past job performance to make an informed decision about whether or not the candidate is the right person for the job

➤ **Joining Process:**

- On joining the candidate is given an appointment letter & a list of documents is collected from the new joiner & the same is maintained in the employees' personal file.

➤ **Induction Process:**

- Every new joiner is taken through a detailed induction process to familiarize them with the Organization's employment philosophy, physical work environment, policies, employee's rights and responsibilities, Organization culture and values.
- An Interaction at this stage shapes an individual's disposition and outlook for work and motivation levels.