

## **HUMAN RESOURCES (HR) POLICY & STAFF RECRUITMENT GUIDELINES**

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### **1. Purpose**

The purpose of this **HR Policy and Staff Recruitment Guidelines** is to establish a **structured and transparent approach** to the recruitment, selection, and management of staff at **VIT**. This policy ensures **fair hiring practices, employee development, and regulatory compliance** in line with the **Higher Education Commission Fiji (HECF) standards**.

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### **2. Principles of HR Management**

The institution follows these HR principles:

- **Merit-Based Recruitment:** All hiring decisions are based on **qualifications, experience, and competencies**.
- **Equal Employment Opportunity:** The institution does not discriminate based on **gender, ethnicity, disability, religion, or socio-economic status**.
- **Employee Development:** Professional growth and continuous learning opportunities are provided.
- **Compliance:** All HR processes align with **HECF employment regulations and Fiji labour laws**.
- **Accountability & Ethics:** Employees are expected to uphold **ethical behaviour, professionalism, and integrity**.

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### **3. Staff Recruitment Policy**

#### **3.1 Recruitment Planning & Job Vacancies**

- Job vacancies are identified based on **institutional needs and strategic objectives**.
- A **Job Description (JD)** is prepared, detailing **roles, responsibilities, and required qualifications**.
- All vacancies must be **approved by the HR department and senior management** before advertising.

#### **3.2 Recruitment Process**

##### **1. Job Advertisement:**

- Positions are advertised **internally and externally** through official channels (institutional website, job boards, Social media and newspapers).

2. **Application Screening:**
  - HR reviews applications against **eligibility criteria and required qualifications**.
  - Shortlisted candidates are notified and invited for an interview.
3. **Interview & Selection:**
  - A **selection panel** conducts structured interviews.
  - Assessment criteria include **technical knowledge, experience, and cultural fit**.
4. **Reference & Background Checks:**
  - Previous employment verification and reference checks are mandatory.
  - For senior positions, additional background verification may be conducted.
5. **Offer & Appointment:**
  - Selected candidates receive **formal job offers with employment terms**.
  - Upon acceptance, **employment contracts are signed**, detailing salary, benefits, and responsibilities.

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## 4. Employee Categories & Terms of Employment

### 4.1 Employment Types

- **Full-Time Employees:** Permanent staff with full employment benefits.
- **Part-Time Employees:** Staff with reduced working hours but limited benefits.
- **Contractual Employees:** Fixed-term contracts for specialized roles.
- **Adjunct Faculty/Lecturers:** Temporary teaching staff engaged for specific academic programs.

### 4.2 Probation & Confirmation

- New employees undergo a **[3-6 month] probation period**, depending on the role.
- Performance is reviewed before confirming permanent employment.

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## 5. Staff Performance Management

### 5.1 Performance Evaluation

- Employees are assessed annually based on **job performance, contributions, and professional growth**.
- Appraisal results impact **salary adjustments, promotions, and training opportunities**.

### 5.2 Training & Professional Development

- Employees are encouraged to **attend workshops, training sessions, and industry seminars**.
- The institution may offer **tuition assistance or sponsorships for skill enhancement programs**.

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## 6. Employee Code of Conduct

### 6.1 Workplace Ethics & Professionalism

- Employees must maintain **confidentiality, honesty, and integrity**.
- Any form of **harassment, discrimination, or unethical behaviour** is strictly prohibited.

- **Conflict of Interest** policies apply to all employees.

## 6.2 Working Hours & Leave Policy

- Standard working hours are **42 per week**.
- Leave entitlements include **annual leave, sick leave, maternity leave, and special leave** as per Fiji labour laws.

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## 7. Employee Grievance & Disciplinary Policy

### 7.1 Grievance Handling

- Employees can report grievances to **HR or the designated grievance officer**.
- A structured **grievance resolution process** ensures fair treatment.

### 7.2 Disciplinary Actions

- Misconduct cases are addressed through **verbal/written warnings, suspension, or termination**.
- Appeals can be made through the **HR Appeals Committee**.

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