

Recruitment Process at RIS

1. **CREATE JOB DESCRIPTIONS:** The school advertises for existing vacancies for the Teachers post, through various channels such as the School Website, Instagram, Educational groups, Job Portals, Print Media, etc.

2. **RECRUITMENT PROCESS:**

- Interested candidates submit their application to the mentioned email address - hr@rejoiceinternationalschool.com
- Documents solicited with the application or cover letter include the latest updated Resumes/CVs, with annexures like Academics, Experience Certificates & other testimonials
- The candidate has to furnish 2 Names with their Designation and Mobile Numbers/Email addresses as references.

3. **SCREENING PROCESS:** The HR department screens the applications & shortlists the candidate who meets the specific desired criteria like teaching experience in Cambridge Curriculum, qualifications, etc.

4. **INTERVIEW PROCESS:**

- **First Round:** The HR department conducts the first telephonic interview and the topics are allotted to the candidate for the Demo-Round
- **Second Round:** Once the selected candidate arrives for an interview, they are asked to fill out an Interview Assessment Sheet and attach their CV. The demo round is conducted on topics given to them based on the Cambridge Curriculum

5. **SELECTION PROCESS:** Select the most suitable candidate based on the selection evaluation during the interviews, and teaching demonstration, as per the selection criterion

6. **VERIFICATION PROCESS:** The HR Department does a '**Reference Check**' and duly mentions the appropriate remarks on the interviewed candidate's job application.

7. **CLOSING THE RECRUITMENT:** The Offer Letters are extended to the successfully selected candidates, detailing their Salary Package, Perks & Benefits, Leave Policy, Relieving Procedure, and other terms and conditions

6. **ONBOARDING AND TRAINING:** Once hired a proper orientation is conducted by the Head of the school briefing policies, procedures, and resources as per the Cambridge curriculum