SCHOOL OF BUSINESS & MANAGEMENT

Recruitment Flow Chart

Step 1

Recruitment Authorisation Form

This form must be completed by Head of Departments & Centre Manager

Step 2

MUST

Approved by Head of HR and Director of Operations

Step 3

Advert posted on various job sites and on our Website

•Jobs in Malta, Jobsplus & SBM Website

Step 4

CVs are reviewed and shortlisted by HR

Step 5

Initial calls are completed and notes are sent to the HOD

Step 6

Once HR receives approval from Managers, interview are scheduled. Best candidate(s) are selected.

Step 7

If the candidate is referred by a staff member, HR will request a personal reference

Step 8

HR will request the candidate to provide 2 professional references and additional documentation:

Right to work, proof of ID, certificates and proof of Address

Step 9 Conditional Offer

HR will issue a conditional offer letter: candidate will confirm their joining date and must ensure their references have arrived on time. In addition to the letter, HR will send forms to be completed

Step 10

Once references are received, HR will contact the candidate and confirm their joining date - Offer Letter to be sent

Step 11

On the candidate's first day, HR will start the Onboarding process.