

## Policies and procedures

### Safer Recruitment Policy

#### I. PURPOSE

Our school is committed to the care of the students, so it expects all employees to share this commitment. ITJ recognizes the need to ensure our students safety when hiring people responsible and with the required skills for each position, including the ones to work with children and adolescents.

A fair and secure recruitment and selection process is sought to attract the best candidates for each position.

#### II. SCOPE

This policy applies to the recruitment and selection of any position within the school.

#### III. GLOSSARY OF TERMS

**ITJ Employee**.-Person hired by Instituto Thomas Jefferson Campus Querétaro S.C.

**Selection Panel** - ITJ employees who intervene in the selection process of candidates, in order to fill a vacancy within the school.

**Collaborator** - A person hired by one of our suppliers who provides services within the school facilities and/or has regular and constant contact with students.

**ITJ job vacancy** - position budgeted within the organizational structure of the Thomas Jefferson Campus Querétaro S.C. that is open or available.

**Employer** - Company responsible for hiring personnel and fulfilling all legal obligations in labor matters.

**ITJ Operative Personnel** - personnel hired by Instituto Thomas Jefferson Campus Querétaro S.C that occupies one of the following positions: Cleaning Assistant, Maintenance Assistant, Gardening Assistant, Roadway Assistant, Security and Voice paging.

#### IV. ROLES AND RESPONSIBILITIES

The areas responsible for enforcing this procedure are General Management, Section Management, Selection Panel, Administrative Management, and Human Resources Coordination Department.

The General Management shall ensure that the school has effective and safe policies and procedures for the recruitment and selection of personnel. As well as ensuring that suppliers, with personnel working in the school facilities, comply with this document.

The Selection Panel must ensure that the necessary tests and interviews are carried out during the recruitment and selection of personnel. The Selection Panel should provide complete and transparent information to the General Management, Section Management and Human Resources Coordination Department.

The General Management, to the extent possible, should interview the finalist candidate for any position within the school, when this is not possible, this responsibility may be delegated to the appropriate Section Management. In the event that the candidate is accepted for recruitment, Section Management should ensure that all documents required for recruitment are submitted to the Human Resources Coordination Department.

The Human Resources Coordination Department must ensure that the documents required for recruitment are complete and delivered in a timely manner, as stipulated by ITJ. In case of missing documents or a non-criminal background check, the candidate cannot be recruited. The Human Resources Coordination Department must promptly notify the incident to the Section Management and the General Management at the Campus.

The Administrative Management is responsible for requesting suppliers to send copies of the collaborators files.

The Administrative Management must deliver these files to the Human Resources Coordination Department.

## **V. PROCEDURE**

### 1.- ITJ job post

1.1 All ITJ job posts must include the following note, which will also be included on the

website in the job vacancy section:

"Instituto Thomas Jefferson Campus Querétaro and the International Schools Partnership are committed to the welfare and protection of children and adolescents. Final candidates for any of our vacancies will be subject to appropriate inquiry procedures and a criminal background check, or equivalent, covering the last 10 years of employment history.

1.2 The vacancy posts must contain job profile and basic job description:

- a) Minimum required schooling
- b) Description of required experience
- c) Special skills that need to be demonstrated
- d) Main tasks and/or responsibilities for the position
- e) Working hours
- f) Contact details or method of sending candidates information

## **2.- Job Applications**

2.1 Once the vacancy post has been published, the resumes of interested candidates are received, through the job exchange websites and through the Human Resources job bank e-mail: [reclutamiento@itjqro.edu.mx](mailto:reclutamiento@itjqro.edu.mx)

2.2 Human Resources department manages the resumes that will be reviewed by the selection panel.

## **3.- Identification of the Selection Panel**

3.1 At least one member of the Selection Panel shall have successfully completed "Safe Recruitment for International Schools" training.

## **4.- Pre-selection of the candidates**

4.1 Once the resume is received, candidates will be pre-selected on the required profile basis. A list of at least three of them must be chosen and the digital Job Application Form will be sent to them, which must be filled out completely and sent

by e-mail.

4.2 Incomplete applications will be returned to the candidate with a deadline of five calendar days from the return.

4.3 Digital applications will require an original signature, which will be collected at the initial interview.

4.4 The resume does not replace the job application, which must be duly filled out.

## **5.- References**

5.1 Upon receipt of duly completed job applications, Human Resources or a member of the selection panel, must request two job references, according to the information provided by the candidate on the job application form.

5.2 At a minimum, one of the two references must be from the last job, or from the current job, if the candidate is currently working.

5.3 If the candidate has held other jobs in which has worked with children, it is important to request references from those employers.

5.4 Referral contacts should be from the immediate boss or line manager or from the Human Resources Department of the companies where the candidate has worked.

5.5 The Job Reference Form shall be sent to the reference contacts by e-mail so that the person providing the reference can fill it out, sign it and return it with his/her comments. If it is difficult to fill out and receive this form in writing, a member of the selection panel may contact the person by telephone and fill out the form in handwriting, placing his or her name and signature at the end of the form.

5.6 When it is not possible to obtain the reference of the contacts that the candidate indicated in the Job Application form, other previous employers should be contacted.

5.7 As far as possible, job references will be requested prior to the initial interview.

5.8 At this stage, pre-selected candidates will also be asked to submit their non-criminal background from countries in which they have worked for more than 6 months during the last 10 years so that they can continue to the next step of the process.

## **6.- Initial Interview**

6.1 The candidate's initial interview shall be conducted by one of the members of the Selection Panel, who has successfully completed the "Safe Recruitment for International Schools" training.

6.2 At the initial interview the candidate will be asked to:

- a) Explain any date discrepancies in the jobs stated in the application.
- b) Satisfactorily explain any anomaly or discrepancy in the information provided to the Selection Panel
- c) Clarify or provide further information about former job
- d) Demonstrate their ability to promote and protect the well-being of children and adolescents
- e) Demonstrate abilities and willingness to promote school's core values
- f) Submit original documents attesting the non-criminal background check
- g) Sign Job application

6.3 As far as possible, interviews should be face-to-face. When this is not possible, the first interview may be virtual followed by another scheduled face-to-face interview.

6.4 During the initial interview, the interviewer should use as a basis the questions contained in the Initial Interview Guide and should record comments and observations in the Initial Interview Guide.

6.5 All post-initial interview appointments should be made only if the candidate has already submitted his/her non-criminal background check from the countries in which he/she has worked for more than 6 months during the last 10 years and if his/her written references have been satisfactory.

## **7.- Other Selection Techniques**

7.1 Some other selection techniques should be included, such as sample classes or presentations, evaluation of technical knowledge and psychometric evaluation.

7.2 The psychometric assessment should at least contain the following tests:

- a) MMPI-2
- b) Projective tests (Machover, HTP, Person in the rain, Animal figure)
- c) Shipley 2 or Raven
- d) CARE (teaching positions and positions that have within their functions, care of minors)
- e) Cleaver (leadership positions)

7.3 During the application of selection techniques, the candidate must always be supervised by at least one member of the **Selection Panel**.

## **8. - Employment file of new ITJ worker**

8.1 Section Management shall inform the Human Resources Coordinator Department the name of the final candidate to fill the position and shall provide him/her with the following documents:

- a) Job Application Form duly filled and signed
- b) Initial Interview Guide
- c) Psychometric evaluation report
- d) Psychometric tests
- e) Formats of Labor References
- f) Original of the non-criminal background letter from the State of Querétaro or the State where the new employee has lived for the last 6 months.
- g) If the new employee has worked abroad for more than 6 months, he/she must provide proof of non-criminal background of the country or countries where he/she has worked during the last 10 years.
- h) Job Registration Form filled and signed by the Direction of Section

8.2 The Human Resources Coordination Department reviews the documentation and will request to the candidate the necessary documents to complete the job file, which must include the following documents:

- a) Resume in case the vacancy to be filled is administrative or teaching
- b) Migratory Format with permission to work in Mexico (if the candidate is a foreigner)
- c) INE or passport in the case of foreigners.
- d) Proof of last degree of studies.
- e) Proof of special certifications
- f) Two letters of recommendation with letterhead or company seal from previous jobs with telephone, which are issued by the immediate boss, line manager or Human Resources Department.
- g) CURP
- h) Official IMSS document, showing the affiliation number
- i) RFC with registry code (Homoclave in Spanish)
- j) Birth certificate
- k) Proof of address (water, electricity or telephone bill dated no more than 60 days at the time of hiring for the position)
- l) AFORE Contract or Account Statement
- m) Notice of retention of INFONAVIT or letter of proof of not having any INFONAVIT credit.

## **9.- Job Offer**

9.1 The Human Resources Coordination Department will schedule an appointment with the candidate, for the submission of documents and the formal job offer to fill the position.

The formal job offer must be made once the Director of Section has delivered to the Human Resources Coordination Department the Job Registration Form, attached with all documents indicated in point 8.1.

9.2 The Human Resources Coordination Department will offer the position to the candidate and, if accepted, will ask the candidate to sign the Employee Registration Form.

9.3 If the Candidate does not submit the complete documentation, the Human Resources Coordination Department shall notify, by e-mail to the General Management and Section Management, the necessary documents to continue with the process.

9.4 The formal job offer and the first working day shall be subject to the satisfactory completion of all controls and procedures.

9.5 At this appointment, the candidate should also be asked to read the Personal Data Privacy Notice and asked to sign each sheet of that document. This document must also be included in employees' employment record.

9.6 The Human Resources Coordination Department will request the signature of the General Management on the Registration Form and will proceed to compile the employment file.

## **10.- Employee Registration**

10.1 The Human Resources Coordination Department shall send the electronic file of the new employee and request registration to the corporate payroll department.

10.2 The Human Resources Coordination Department shall notify date of entry and employee number to the General Management, Section Management, Administrative Management and Chiefs.

10.3 The General Management shall register the e-mail address of the new employee and notify the interested parties.

10.4 The Human Resources Coordination Department shall register the new employee in the online training platform (teaching and administrative staff) and shall send an e-mail to the new employee with the instructions for the "Child Protection" training.

## **11.- Beginning of the Induction Process during the first working day**

11.1 On the first working day of the new ITJ employee, the following information must be given to read and, if applicable, sign:



- a) Employee Manual for the current cycle
- b) Institutional e-mail and password
- c) Fingerprint recording and instructions for checking entries and exits in the biometric system
- d) Safeguard Package
- e) Instructions for conducting online "Child Protection" training (teaching and administrative staff)
- f) Employee credential
- g) Automobile identification posters
- h) Password for photocopies service (teaching and administrative staff)
- i) Class schedule, classroom keys and teacher's kit (teaching staff)
- j) Delivery of equipment and materials necessary job function
- k) Tour of the school facilities

## **11.2 "Child Protection" Training**

11.2.1 On the first day, the new ITJ employee (teaching and administrative) shall initiate and complete the online "Child Protection" training course and shall send the training completion certificate to the Human Resources Coordination by email on the same day.

11.2.2 For ITJ operational staff, they shall be scheduled for the "Child Protection" training course, on-site, before completing the first month at the school. The record that will prove the attendance to this training is an exam application that they will to answer at the end of the session, this test will be integrated in their file.

11.3 From the second working day, the new **ITJ employee** may continue with the Induction Procedure that contemplates the induction to the position and to the section, the administrative induction and the Institutional induction. For more information on the next steps in the induction process, please refer to the Induction Procedure.

## **12.- Signing of Contract, Payroll Card and Groceries Voucher Card**

12.1 The Human Resources Coordination will schedule the signing of the employment contract and delivery of the payroll card and groceries voucher card to the new ITJ employee during the first 15 days following the date of entry.

### 13.- Entry and training of employees of suppliers (collaborators)

13.1 In the case of collaborators who provide a service within the school facilities and/or within their functions have contact with students, the Administrative Management must ask the corresponding supplier for a copy of the collaborator's file. This file must contain a copy of the following documents:

- a) IMSS registration
- b) Application for Employment
- c) INE
- d) Letter of Non-criminal background not greater than 3 years

13.2 The above documentation must be shared with the Human Resources Coordination Officer, for its protection and control.

13.3 The collaborator, will be able to work in the school, once the employer, has delivered to the Administrative Direction, the documents previously described.

13.4 On the first day of the employee's service, the employee will be subject to the satisfactory completion of all controls and procedures.

13.5 The Human Resources Coordination Officer must schedule the employee for the "Child Protection" training course, in-site, before completing the first month of service at the school. The attendance proof to the course will be the exam that must be answered at the end of the session, which will be integrated into the employment file.

13.6 The collaborator's employer is responsible for carrying out its own induction process.

## **IV. REFERENCE DOCUMENTS**

- 1.- Job Application Form
- 2.- Job References Form

- 3.- Initial Interview Guide Form
- 4.- Employee Registration Form
- 5.- Letter of proof of not having any INFONAVIT credit
- 6.- Privacy Notice of Personal Data
- 7.- Examination of "Child Protection" on-site course
- 8.- Safeguard Set
- 9.- Employment Contract