

# Stars College - Recruitment and Hiring Policy

Academic year: 2025-2026



Name of Policy	Recruitment and Hiring Policy
Reviewed by	Head of School, Coordinators and Supervisors
Date	Sep.19, 2025
Date of next review	June.19, 2026

## 1. Mission & Vision

### Mission

Stars College aims to contribute to the formation of distinguished national personalities, equipped with administrative, scientific, social, historical, media, and educational capabilities. The school emphasizes equipping students with modern language and scientific skills, fostering lifelong learning, and instilling values of ethical citizenship so that graduates contribute positively to society.

### Vision

To cultivate a dynamic learning environment that empowers students to become innovative, ethical leaders and engaged citizens, equipped to navigate and contribute positively to a diverse and rapidly changing world.

## 2. Purpose

Stars College is committed to attracting, selecting, and retaining highly qualified professionals who contribute to academic excellence, institutional integrity, and a diverse learning environment. This Recruitment and Hiring Policy establishes a clear, consistent framework to ensure that all employment decisions are conducted ethically, transparently, and in compliance with applicable laws and best practices.

## 3. Scope

This policy applies to all recruitment and hiring activities at Stars College, including academic faculty, administrative personnel, and support staff, whether full-time, part-time, contractual, or temporary.

#### 4. Policy Statement

Stars College upholds fair, equitable, and inclusive hiring practices. Employment decisions are based solely on merit, qualifications, experience, demonstrated competencies, and alignment with the College's mission and values. Discrimination or bias of any kind is strictly prohibited, including discrimination based on race, color, nationality or ethnic origin, religion, gender, disability, age, or any other characteristic protected by law.

#### 5. Guiding Principles

Recruitment and hiring at Stars College are guided by the following principles:

- **Equity and Fairness:** All candidates are evaluated objectively and consistently.
- **Transparency:** Recruitment processes are clear, documented, and communicated appropriately.
- **Diversity and Inclusion:** A diverse workforce is actively encouraged and valued.
- **Legal and Ethical Compliance:** All processes adhere to labor laws and ethical standards.

#### 6. Recruitment and Selection Procedures

##### 6.1 Workforce Planning

Hiring decisions are aligned with institutional needs, budgetary approvals, and long-term strategic goals of Stars College.

##### 6.2 Job Advertising

Vacant positions are advertised internally and externally through the Stars College website.

##### 6.3 Application Process

Job applicants must fill the application on the official school website [scs.edu.lb](https://scs.edu.lb) and any required supporting documents within the deadline. Incomplete applications may not be considered.

##### 6.4 Screening and Shortlisting

Applications are reviewed against predefined criteria relevant to the role. Shortlisted candidates are selected based on qualifications, experience, and suitability for the position.

##### 6.5 Assessment and Interviews

Depending on the role, the selection process may include:

- One or more structured interviews
- Teaching demonstrations or practical assessments
- Written English or role-specific evaluations

All assessments are designed to evaluate job-related competencies fairly and consistently.

## **7. Background and Reference Checks**

### **7.1 Verification**

Prior to an employment offer, Stars College may conduct background checks appropriate to the role, including verification of academic credentials, employment history, and criminal records, in accordance with legal requirements.

### **7.2 References**

Professional references are contacted to assess the applicant's previous performance, professional conduct, and overall suitability.

## **8. Opportunities for Early-Career and Inexperienced job applicants**

Stars College recognizes the importance of developing future professionals and welcomes applications from job applicants with limited experience who demonstrate strong potential, commitment, and alignment with institutional values.

New hires, particularly early-career staff, receive structured onboarding, mentorship, and access to ongoing professional development programs to support effective integration and long-term growth.

## **9. Appointment and Onboarding**

Final hiring decisions are subjected to approval by authorized College leadership. Successful job applicants receive a formal offer of employment outlining terms and conditions. Upon acceptance, new employees participate in an onboarding process to ensure understanding of institutional policies, responsibilities, and expectations.

## **10. Compliance and Policy Review**

Stars College ensures full compliance with all applicable labor laws, employment regulations, and accreditation standards. This policy is reviewed periodically and updated as necessary to reflect legal changes, institutional priorities, and best practices in recruitment and hiring.