



Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في مؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Human Resource Directorate			
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Employment Policy

Ver.	Approval Date	Effective Date	Type of Change	Approved by
00	04/11/2025	09/11/2025	Initial Release	President

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1. Purpose

This policy sets forth Hamad Bin Khalifa University (HBKU) hiring practices and guidelines to ensure a fair and equitable hiring process and to ensure the hiring of the best-qualified candidates while providing equal employment opportunity to all qualified individuals.


2. Scope

This policy applies to all available positions at HBKU excluding faculty positions and student employment. The hiring and employment of faculty is governed by the Academic Faculty Employment Policy and student employment is governed by the Student Employment Policy.

3. Terms, Abbreviations, and Definitions

The following terms and abbreviations used in this policy shall have the meanings defined below:

Term/Abbreviation	Definition
Administrator	Position in a leadership role focused on leading HBKU's general operations, including the President, Provost, VPs, Dean and Heads of Entities and Units.
Employee	Any person engaged to perform work for HBKU under HBKU's direction and supervision.
Executive Officer	An Executive Officer is either the President or an Administrator reporting directly to the President, the Provost, or to one of the Vice Presidents who are reporting directly to the President.
Faculty	Employees whose primary role is to contribute to teaching and research at HBKU.
Freelancer	Sponsored or non-sponsored individuals hired by HBKU under specific terms to perform a particular assignment and/or in a profession within HBKU where specialized knowledge of a subject, field, or specific skills are required.
Full-time	Non-faculty Employees regularly working at least 37.5 hours per workweek, Faculty full time is defined in the Faculty Workload Policy.
Juvenile	An individual who has reached the age of sixteen but who has not reached the age of eighteen.
Part-time	Non-faculty Employees regularly working less than 37.5 hours per workweek. Faculty part-time is defined in the Faculty Workload Policy.
Probationary Period	An introductory period, usually lasting 90-days, which may be extended, that allows supervisors and Employees to assess the working relationship and performance to reach a decision on whether continued employment in that position is desired.
Point of Origin	The Point of Origin is considered to be the nearest international airport or the nearest airport to the Employee's residence in the country of citizenship, as validated with the Employee's passport, which has regular commercial air service. This will be established by HBKU at the time of recruitment and indicated in the employment agreement/offer. Eligible dependents of an Employee will have the same Point of Origin as the Employee.
Qatarisation	A national policy in Qatar aimed at increasing the number of Qatari citizens employed in the workforce
Researcher	Employees who are hired to contribute only/mainly to research at HBKU.
Regular Employee	Employees under the permanent, fixed term or rolling term employment categories as defined in the University Employment Categories policy.
Staff	Employees who are not faculty, researchers, or administrators, and who work for HBKU for compensation.
University or HBKU	Hamad Bin Khalifa University

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4. Policy

4.1. General Principles

- 4.1.1. HBKU strives to provide opportunities for qualified candidates to apply and be considered for available positions within the University.
- 4.1.2. HBKU will select the candidate who best meets the needs of the University and is best positioned and most suitable to perform the job requirements based on the candidate's qualifications and experience.
- 4.1.3. HBKU will ensure there is no conscious or unconscious bias in the decision to recruit a candidate and all candidates are offered equal employment opportunity by evaluating them based on qualifications, experience, skills, competencies, and duties required for the job. Hiring will be free from discrimination and conflicts of interest while adhering to Qatar Labor Law and HBKU policies, including the employment of Nationals. Job Accommodations may be required under the Disability and Religious Job Accommodation Policy and Procedure.
- 4.1.4. HBKU gives high priority to the national Qatarisation strategic initiative. Accordingly, it provides maximum opportunity for the employment of Nationals.
- 4.1.5. All personnel employed by HBKU, regardless of their country of origin or citizenship, are governed by the applicable laws, regulations and decrees of the State of Qatar, in addition to the provisions of HBKU internal policies, procedures, and work regulations and their respective individual employment contracts.

4.2. Job Postings


- 4.2.1. Job searches must be initiated by a supervisor, approved by the entity/unit head, and forwarded to the Human Resources Directorate for final approval and posting.
- 4.2.2. Human Resources will work with the supervisor to create job postings that describe the duties, responsibilities, and qualifications for the position based on the approved Job Description.

4.3. Internal applicants

- 4.3.1. Current Employees with satisfactory employment history within HBKU may apply for available positions. Permission from the Employee's manager and Human Resources Directorate is required for Employees with less than one year of service with HBKU to apply for available positions.
- 4.3.2. Internal applicants may only be considered for available positions with the same grade or for a position which is to a maximum of one grade lower or two grades higher if the Employee meets the job requirements.

4.4. Candidate Evaluation and Selection

- 4.4.1. Applicants will be considered and evaluated based on the job description and ability to perform the job duties successfully. After such evaluation, selected candidates will be interviewed.
- 4.4.2. Human Resources will conduct a quick reference check and employment verification for the selected candidates.
- 4.4.3. The hiring unit will create a hiring request to be communicated to the Human Resources Directorate, which will include the hiring unit name, position title and description, term of appointment, supervisor name and position, full-time/part-time status, candidate's name, candidate's address, justification for the position, and any contingencies.
- 4.4.4. Staff appointments must be reviewed by Human Resources and approved by the appropriate Executive Officer.

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4.4.5. Administrator appointments at a level below the Dean or Executive Director level must be approved by the appropriate Executive Officer. Administrator appointments at the Dean or Executive Director level or higher must be approved by the appropriate Executive Officer and the President. Administrator appointments at the President, Provost or Vice President levels must be approved by the University Board of Trustees.

4.4.6. Special Rules for Researchers:


- 4.4.6.1. Initial review and evaluation of candidates is carried out by selected faculty and/or researchers in the entity to which the candidate is to be appointed ("Review Committee").
- 4.4.6.2. Recommendations are forwarded to the Head of the entity typically the College Dean or the Executive Director of a Research Institute.
- 4.4.6.3. The Head of the Entity reviews the candidate's qualifications. If the Head of the Entity concurs with the Review Committee recommendation, the Head of the Entity forwards the recommendation to the relevant Executive Officer. Researcher appointments must be approved by the VP Research.

4.5. Job Offers

- 4.5.1. Job offers are contingent on the satisfactory completion of a document check and a quick reference check, the extent of which may vary depending on the position.
- 4.5.2. Job Offer must specify the employment terms and conditions as per the University Approved format.
- 4.5.3. Human Resources is solely responsible for authorizing job offers. Hiring entities/units are not authorized to make binding offers of employment until the offer is approved by Human Resources.
- 4.5.4. Offers not accepted within seven calendar days may be revoked and such provision must be clearly stated in the job offer.
- 4.5.5. In the event an applicant declines an employment offer, the Human Resources Directorate shall notify the concerned entity/unit Head immediately upon receiving such notice.

4.6. Probationary Period

- 4.6.1. All newly hired Employees except non Regular Employees must successfully complete an initial 90-day probationary period extendable by another 90-day period at the end of which employment will be either confirmed if the Employee's performance is satisfactory or terminated in accordance with the terms and provisions defined in the Termination of Employment Policy.
- 4.6.2. If before completion of the initial 90 days probationary period, there is a need for additional time to assess an Employee's performance, Human Resources may authorize the extension of the initial Probationary Period by 90 additional days. Employees will be notified in writing or through other forms of formal communication such as email of an extension prior to the expiration of the initial Probationary Period.
- 4.6.3. The successful completion of a Probationary Period will lead to confirmation in the position.
- 4.6.4. If an Employee does not receive a confirmation notification within ten (10) working days after completion of the first 90-day probation period, it will be deemed that the probation period has been extended by an additional 90-day period.
- 4.6.5. If an Employee whose probation has been extended is not terminated before the end of the additional probation period, then he/she would be deemed as confirmed and

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his/her employment status will be changed accordingly by the Human Resources Directorate.

4.7. Orientation and Onboarding

- 4.7.1. All new Employees will receive orientation, which involves the completion of new hire paperwork, enrolling new Employees in benefit plans as applicable, setting up the new Employee on HBKU information systems, and training on HBKU policies and procedures. New hires must sign an acknowledgement for receipt of Human Resources policies.
- 4.7.2. The manager plays an important role in Orientation. Frequent communication with new hires is essential in the first 90 days. Managers should schedule regular meetings with new Employees. Managers should conduct a 30-day, 60-day, and 90-day review meeting to answer questions and establish performance goals and expectations. The manager should provide training on any systems required for the job and set up meetings with key contacts as appropriate within the first 90 days.
- 4.7.3. Onboarding of Employees involves additional training, setting performance goals, and providing feedback over a longer period of time.

4.8. Age Limitations


- 4.8.1. The minimum hiring age is typically 18 years old and no individual under the age of 16 may be employed by HBKU.
- 4.8.2. The hiring of Employees between 16 and 18 years of age must be endorsed by the VP Finance and Administration and approved by the President on a case-by-case basis subject to the following requirements:
 - Comply with all relevant laws and regulations of the State of Qatar
 - Obtain written approval from the Juvenile's father or guardian and the relevant government ministry before employment.
 - Inform the Health and Safety Directorate to review the working environment and to provide guidance on employment limitations that may apply to the work that is to be conducted particularly if the work is in a lab environment.
- 4.8.3. The hiring of Employees between 60 and 65 years of age must be approved by the relevant VP or the Provost as applicable.
- 4.8.4. The hiring of Employees between 65 and 70 years of age must be approved by the President.
- 4.8.5. The hiring of Employees above 70 years of age must be endorsed by the President and approved by the University Board of Trustees.

4.9. Effective Date of Employment

- 4.9.1. The effective date of employment of a National or locally hired Employee is the date on which he reports for duty.
- 4.9.2. The date of appointment for expatriate staff recruited from abroad is the date on which they leave their point of origin/place of domicile by the most direct route to Qatar to take up employment under the supervision of HBKU.

4.10. Employment Agreements

- 4.10.1. All employment agreements shall be governed in accordance with HBKU Policies and the applicable Qatari laws. The HBKU policies shall be deemed incorporated by reference into the employment agreements and shall prevail over any other policies, unless specifically waived.
- 4.10.2. Upon joining, new Employees will sign a contractual agreement of employment prepared by the Human Resources Directorate stating the name of the employer and workplace, name qualifications, nationality and place of residence of the Employee as

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well as the necessary ID documents, date on conclusion of the employment agreement, the nature and type of work and the place of the employment agreement, date of commencement of work, period of the contract if of a specified period, new Employee's position, remuneration and Point of Origin, and the applicable terms and conditions.

4.10.3. Normally, employment agreements are issued to Employees in Doha within one month upon commencement of duties. In certain circumstances, employment agreements may be issued to Employees before arrival in Doha. However, validity of such contracts will continue to hinge upon ability of the employer on record of securing appropriate permits for the candidate to live and work in Qatar.

4.10.4. The employment agreements must specifically state that confirmation of employment is subject to satisfactory completion of the probation period when applicable.

4.10.5. Employees on definite term employment agreements shall be issued a letter confirming renewal of contract before the end date of the contract and the Employee is required to sign a new contract.

5. Associated Procedures, Guidelines, and Supporting Documents

NA

6. References and Related Policies

Anti-Discrimination and Equal Employment Opportunity Policy

Employment of Relatives Policy

Disability and Religious Job Accommodation Policy

Employment Categories Policy

Termination of Employment Policy

Secondment Transfer and Promotion Policy

7. Source, Responsible Office, Authority

The Human Resources Directorate is responsible for the administration, implementation, and enforcement of this policy.