	PERSONNEL AFFAIRS DIRECTORATE RECRUITMENT AND SELECTION PROCEDURE	Document No:	PDB.PRS.001
		Publication Date:	11.05.2026
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1. PURPOSE

To ensure that the recruitment of academic and administrative personnel required by the University is conducted fairly, transparently, and in compliance with applicable laws and regulations, based on competencies, experience, educational background, and compatibility with the institutional culture.

2. SCOPE

This procedure covers the recruitment processes of all full-time and part-time academic and administrative personnel.

3. LEGAL BASIS

- TRNC Labour Law No. 22/1992
- Personal Data Protection Legislation

4. DEFINITIONS

Candidate: A person who applies for a job position.


Job Application Form: The form completed by administrative staff applicants during the application process.

Academic Interview Form: The form completed by the Faculty Dean's Office and the Rectorate during interviews with academics applying for advertised positions, including the recruitment approvals of the Rectorate and the Chairmanship of the Board of Trustees.

Competency-Based Interview: An interview conducted to evaluate candidates' competencies and experience relevant to the advertised position.

5. RESPONSIBILITIES

- Personnel Affairs Directorate
- Rectorate
- General Secretariat
- Faculty Deanships / School Directorates
- Department Chairmanships
- Relevant Directorates / Department Directorates

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6. IMPLEMENTATION

6.1 Personnel Request

Requests for administrative personnel are submitted in writing by the relevant unit to the General Secretariat, while requests for academic personnel are submitted in writing by the relevant Faculty Dean's Office to the Rectorate. Positions deemed appropriate by the General Secretariat or the Rectorate are submitted to the Chairmanship of the Board of Trustees for approval.

6.2 Approval Process

The request is evaluated by the Chairmanship of the Board of Trustees in terms of budget, staffing norms, and strategic planning considerations.

6.3 Vacancy Announcement Process

Following the approval of the Chairmanship of the Board of Trustees, a vacancy announcement is published based on the recruitment request submitted to the Personnel Affairs Directorate.

- University website
- Career portals
- Review of the application pool

6.4 Pre-Screening

Applications are evaluated according to the following criteria:

- Educational background
- Professional experience
- Interview conducted by the relevant unit
- Foreign language knowledge and proficiency level
- Academic qualifications

6.5 Interview Process

1. Preliminary Assessment Interview conducted by the Personnel Affairs Directorate
2. Interview with the Relevant Unit / Faculty
3. Technical Interview*
4. General Secretariat / Rectorate Interview
5. Reference Check

***An evaluation interview conducted for candidates applying for technical positions.**

6.6 Job Offer Process

Following the approval of the Chairmanship of the Board of Trustees for candidates who successfully complete

the interview process, a job offer including salary and other employment details is made by the Personnel Affairs Directorate.

6.7 Employment Process

Provided that the candidate has submitted all required documents to the Personnel Affairs Directorate, employment procedures are carried out by the Personnel Affairs Directorate in accordance with applicable laws and regulations.

7. RECORDS

- Administrative Staff Job Application Form
- Candidate Evaluation Form
- Academic Staff Interview Form
- Job Offer Form

Prepared By	Reviewed By	Approved By
Strategy and Quality Development Directorate Signature	Secretary General Signature	Rector Signature