

Malta Business School

Recruitment Policy

Revision History			
Version Number	Revision Date	Revised by	Summary of changes
Version 0	25-03-2014	CC	Set up of Policy document.
Version 1	02-02-2018	CC	Review. No edits.
Version 2	23-03-2022	CC	Review. No edits.
Version 3	01-10-2025	AMD, CC	Updates and cosmetic changes

MBS Recruitment Policy

Introduction

The recruitment policy at Malta Business School (MBS) is designed to ensure a fair, transparent, and strategic approach to hiring. It aims to attract, select, and retain individuals who not only meet the technical requirements of the role but also align with the School's values and culture. This policy applies to all recruitment activities and is guided by principles of equality, merit, and organisational development.

Vacancy Planning and Role Review

When a staff member resigns, the process begins with a structured vacancy review. The relevant manager, in collaboration with the General Manager and Dean, assesses whether the role should be filled in its current form or redesigned to better meet evolving organisational needs. This includes:

- Reviewing the job's relevance to current strategic goals.
- Analysing team structure and workload distribution.
- Considering whether the role can be merged, split, or redefined.

Insights from the departing employee's exit interview are also reviewed to identify any recurring challenges, skill gaps, or opportunities for improvement. This feedback loop helps MBS continuously refine its roles and working environment.

Internal Talent and External Recruitment

Before advertising externally, MBS prioritises internal mobility. Managers are encouraged to identify staff who may be ready to step into new responsibilities or grow into the role. This supports career development and retains institutional knowledge.

If no suitable internal candidates are identified, an external recruitment process is initiated. The job scope and person specification are either created or updated to reflect the competencies, experience, and attributes required. These documents serve as the foundation for advertising and candidate evaluation.

Advertising the role

The method of advertising is selected based on the nature of the role and the target audience. Internal calls are issued first, ensuring transparency and equal opportunity. External advertising may include:

- Professional networks.
- Educational and industry-specific platforms.
- Recruitment agencies, where appropriate.
- MBS website.
- Social media.

All job advertisements must be inclusive, clearly written, and aligned with MBS's values and branding.

Selection process

The recruitment process at MBS is multi-staged to ensure a comprehensive evaluation of each candidate. It includes:

1. **Application Screening** – Each application is screened and matched with the person and job requirements.
2. **Telephone Screening** – A brief call to assess basic eligibility, motivation, and communication skills.
3. **First In-Person Interview** – Evaluates cultural fit, values alignment, and behavioural attributes.
4. **Second In-Person Interview** – Focused on technical competencies and understanding of the role.
5. **Job Assessment** – A practical task or simulation relevant to the position.
6. **Reference Checks** – At least two professional references are contacted to verify past performance.
7. **Personality Assessment** – Where appropriate, used to support team dynamics and development planning.

Each stage is designed to be objective, consistent, and respectful of the candidate's time and effort.

Onboarding and probation

Once a candidate is selected, they are welcomed through a structured induction programme. This includes:

- Orientation to MBS's mission, values, and policies.
- Introduction to team members and key stakeholders.
- Training on systems, tools, and role-specific procedures.

All new hires are subject to a six-month probation period, unless these are executive roles then a one year probation is enforced. During this time, performance is monitored through regular check-ins and feedback sessions. The probation period allows both the employee and MBS to assess fit and readiness for long-term engagement.

Mentoring is crucial at this point and the line manager is to ensure that s/he does regular check ins with the newly engaged employee.

Policy compliance, review and updates

This policy is aligned with Maltese employment legislation and MBS's internal standards for equality, safeguarding, and professional conduct. It is reviewed annually to ensure continued relevance and effectiveness.

Appendix – job advert template

A well-structured vacancy advert for Malta Business School should include the following elements:

Job Title and Position

- Clearly state the title and position being advertised without internal jargon or abbreviations which are unfamiliar to external candidates.

About Malta Business School

- Briefly introduce MBS, its mission, values, and what makes it distinctive.

Purpose of the Role

- Summarise why the role exists and its importance and/or contribution to the School.

Key Responsibilities

- List the main duties and tasks associated with the role.
- May indicate if the role is new, redesigned, or replacing a previous position.

Person Specification

- Outline the essential criteria, for example specific qualifications required.
- Outline the desirable criteria, for example experience in private business schools.
- Highlight the personal qualities sought, for example commitment to learner success, professionalism and integrity.
- Include both technical and behavioural attributes, for example teamwork, communication, and alignment with MBS values.

Opportunities for Development

- Mention opportunities for internal mobility, mentoring, and professional growth at MBS.

Terms and Conditions

- Specify contract type (full-time, part-time, permanent, fixed-term, etc.), the location, and start date if known.

Application Process

- Describe the stages for application: application screening, telephone interview, in-person interview/s, job assessment, reference checks, and (where appropriate) personality assessment.
- Emphasise the objective and fair nature of the process.

How to Apply

- Provide clear instructions for submitting applications (for example through email, online link etc.) and whether further information will be required (such as a cover letter).
- Include a contact person for queries and/or the official MBS contact details.

Equal Opportunities Statement

- Where possible, affirm MBS's commitment to equality, safeguarding, and compliance with Maltese employment law.