

## NOMINATION

### Not applicable for Physicians

- The candidates closest to the requirements of the job description will be called for the final interview, when a vacant position becomes available.
- The position's benefits and requirements are explained to the applicants before nomination.
- Applicants will be asked to view the job description prior to nomination.
- Once the applicants accept the target position, they will be scheduled among a list of other applicants closest to the requirements of the job description for the final interview.

**Note:** Being nominated for a vacant position that suits your qualification does not necessarily indicate that you have been accepted for that position. It indicates that you entered in a competition with other suitable applicants.

## FINAL INTERVIEW

- The final interview is held for the candidates closest to the job description and who have passed the English Language test and the initial interview in the department where the vacant position is available.
- The Final Interview Committee consists of the concerned department and the recruitment department.
- Evaluation of candidates in the final interview is based on several aspects:
  1. General Appearance
  2. Communication & Interactive Skills
  3. Qualifications
  4. Acquired Experience
  5. Knowledge of the position's requirements
  6. Technical questions.
  7. Enthusiasm and motivation to work
- After that, the candidates with the highest accumulated points, from the aspects mentioned above will be chosen.

## TECHNICAL COMPETENCY EXAMINATION

### Applicable for Clinical applicants

For Clinical applicants; all applicants will be required to take the Technical Competency Examination. The applicants will be scheduled to go to the concerned area (as will be advised by the Recruitment Department) for the technical assessment of their skills. Final approval of the department depends on the result of this Technical Competency Examination.

## FINAL RECRUITMENT PROCEDURES

### Not applicable for Physicians

This is the process of completing the customary procedures to hire the candidates chosen by the committee; their files will be forwarded to Internal Audit Department, which will perform the audit process to ensure compliance to Program's Policies and Procedures. Then the files are forwarded to the Higher Management for approval. In case the candidate was not selected in the final interview, he/she will not receive a phone call and instated will be nominated to another suitable position in case of availability.

**Note:** Being selected to complete the recruitment procedures does not necessarily mean that the candidate has been accepted for that position, as necessary approval must be sought prior to assurance of acceptance.

## PRIMARY SOURCE VERIFICATION

As part of NGHA's policies and procedures, the concerned Recruitment Services shall proceed in the Primary Source Verification of the approved candidate's education, experience and license (if applicable) in order to ensure authenticity of the aforesaid candidate's qualifications.

## MEDICAL EXAMINATION

- Selected candidates must undergo the medical test to find out whether they are Fit to Work. This procedure is considered necessary and important and the signing of the contract depends on its result.
- The candidate shall go to the Registration Department in the Ambulatory Care Center (ACC) to take the Medical Card, then to the Employee Health Clinic to begin the necessary tests.

**Note:** Candidate must fast for 12 hours before taking the test.

## CONTRACT

1. Once the candidate is fit to work, the work effective date is coordinated between the candidate and the

concerned department. The candidate will be asked for a release letter from their previous job, and they will be given a specific time frame to be released. The candidates May sign the contract on their first day of work.

2. In case the candidate is not released within the time frame agreed upon, the department has the right to stop the recruitment procedures.
3. In case the candidate is not able to start working on the agreed date, the concerned department has the right to stop the recruitment procedures immediately.

**Note:** The candidate must coordinate with the Recruitment Office, in case they were not able to start on the agreed date.

## ORIENTATION & BADGING

- Upon signing the contract, the candidates will be provided by the following letters:
  1. Attendance to Orientation
  2. Request for Issuance of Badge
  3. Request for uniform

New Employees' attendance in the Orientation is a must as the necessary preliminary procedure such as issuance of Badge, opening of bank accounts, hospital tour; etc is provided to the candidates at this time. If the employee missed the scheduled orientation, they will be re-booked in the next schedule.

**Note:** The following documents must be completed and submitted to the concerned recruitment department so that HR/ Payroll Department can issue the new employee's salary.

1. Copy of badge
2. Letter to transfer the salary, or a copy of Al-Arabi Bank's card or ATM card, from any branch



National Guard Health Affairs  
King Abdulaziz Medical City

# Candidates'

## Recruitment Guideline

## Candidates' Recruitment Guidelines

The National Guard Health Affairs (NGHA) receives a great deal of highly qualified and promising applicants in all specialties desiring to join this pioneer healthcare organization. This Guide was prepared to clarify the procedures being followed by the Recruitment Departments and to provide detailed searching, selecting and hiring process and to explain the criteria that differentiate between applicants, in order to hire the best staff and to ensure the continuous exceptional services to NGHA's patients and visitors.

This will guide you through the recruitment process as follows:

1. Application
2. English Language Proficiency Test
3. Initial Interview
4. Nomination
5. Technical Competency Examination
6. Final Interview
7. Final Recruitment Procedure
8. Medical Test
9. Contract

### APPLICATION

#### Physicians

An individual applying for a job must be not younger than 21 years old and older than 60 years old.

- Submit employment application via Medical Recruitment
- The required documents:
  1. CV written in English
  2. Copy of Certificates
  3. Copy of Service Letters, if available
  4. Copy of Medical License, if available
  5. Copy of Training and Courses Certificates
  6. Copy of ID / Passport

#### Nursing, Clinical, Administrative and Support Applicants

- An individual applying for a job must satisfy the following basic requirements:
  1. Not younger than 21 years old and older than 60

years old.

2. Qualifications – at least High School Diploma (For administrative & support positions only)

- Applicants must submit employment application via NGHA website [www.ngha.med.sa](http://www.ngha.med.sa). Nursing & Clinical Recruitment Services is also accepting applications through walk-ins.
- After entering the Recruitment page in NGHA website, please consider the following:
  1. Fill the application form in English.
  2. Fill all necessary fields, marked by asterisk (\*).
  3. Do not fill the form more than once.
- After reviewing the application, a phone call or SMS will be sent to the applicants to visit the Recruitment Office with the following documents:
- For walk-in applicants
  1. CV written in English
  2. Copy of Certificates
  3. Copy of Service Letters, if available
  4. Copy of Professional License, if applicable
  5. Copy of Training and Courses Certificates, if there is any
  6. Recent personal passport size photo
  7. Copy of ID / Passport
  8. NGHA Application Form (For Nursing & Clinical applicants only)

- Applicants shall take an initial 10 questions English Language Quiz (applicable for Admin and Support applicants).
- Applicants who passed this Quiz will then be scheduled to take the final test; they will be informed of the test's date and time.
- Applicants will be given the English Exam Slip to be accepted in the English Language Examination Room.

**Note:** Applicants must keep the English Exam Slip as they will be asked to present it during the recruitment process.

- Those applicants who have the following circumstances are exempted from the English Language Test.

1. Completed university degree from an English speaking country (Official Language).
2. Obtained Test of English as Foreign Language (TOEFL) or International English Language Testing System (IELTS) Certificates with passing mark.

### ENGLISH LANGUAGE PROFICIENCY TEST

#### Not applicable for Physicians

- This test is a comprehensive assessment of English Language Skills, it is done via computer. It is composed of multiple choice questions consisting of 100 questions, divided into 4 sections as follows:
  - ∞ Listening
  - ∞ Grammar
  - ∞ Vocabulary
  - ∞ Reading
- The duration of the test is an hour and 45 minutes.
- Applicants are allowed to repeat the test for three 3 times within 12 months from the date of the first test. However, for the third time the applicants should provide a Certification that they have taken an English Language Training Course.
- The test results are categorized into 3 levels:
  1. Level III, from 25% and above (minimum score for High School graduates)
  2. Level II, from 45% and above (minimum score for Institute Diploma)
  3. Level I, from 65% and above (minimum for College graduates and Postgraduates). This level should be met by all Nursing & Clinical applicants.

**Note:** The English Language Test results are considered viable for twenty-four (24) months. The applicants must retake the test, if not hired, to keep their files active in the system.

#### DOCUMENTS REQUIRED:

Once the applicant passed the necessary examinations, they will be asked to submit the following documents:

1. The original copies of their college certificates, diploma and license (if applicable). If the applicant graduated outside the Kingdom, the certificate must be verified by the Ministry of Higher Education, for Saudis. For

Non-Saudis, it must be verified by the Saudi Embassy or Saudi Cultural Attaché in that home country.

2. The original copies of the service letters from previous experience in the Kingdom, or a verified copy of it from the concerned Saudi Embassy (for non-Saudis).
3. The original copies of the Recommendation Letters (References). For Nursing and Clinical applicants, reference letters should be from their direct manager/supervisor or equivalent.
4. For non-Saudis, they must submit a No Objection Certificate from their sponsor or from the sponsoring company, stamped and verified by the Chamber of Commerce for private sectors or the organization's seal for government sectors.
5. Letters of No Objection, for female Saudi applicants, from their guardians, either father or husband, if neither exist, she must submit a Support Deed.
6. The original copy of the Residency permit (Iqama), for non-Saudis.
7. Copy of the Passport, for non-Saudis.

**Note:** Recruitment procedures will not be completed for those who failed to provide any of the documents mentioned above.

### INITIAL INTERVIEW

#### Applicable only for Admin & Support Applicants

- The initial interview is a key step in the recruitment process of administrative & support applicants. It aims to identify the applicant's goals, desires, interests, as well as the city they want to work in (Riyadh, Jeddah, Dammam, Al-Ahsa). Based on its results, they will be nominated to a suitable position, and they will be forwarded to the concerned departments for the final interview.
- The initial interview evaluation process depends on a number of points, most importantly:

1. Qualifications
2. GPA – Percentage
3. Experience
4. Training Courses
5. Communication & Interactive Skills