

# 臺北基督學院新進職員遴選作業要點

## New Staff Selection Operation Guidelines Christ's College Taipei

民國 105 年 3 月 29 日本校 104 學年度第三次臨時行政會議通過

民國 113 年 11 月 20 日 113 學年度第 4 次行政會議修訂通過

第 一 條 臺北基督學院（以下簡稱本校）於編制內職員出缺時，為健全組織功能，提升工作效率，建立公平、公正、公開之職員任用程序，以甄選優秀人員到校服務，特訂定本要點。

Article I Christ's College Taipei, a Christian liberal arts college, (hereafter referred to as "the College") establishes the Guidelines to select quality personnel for services at the College in order to achieve sound organizational functions, improve work efficiency, and establish a fair, just and open appointment process when there is any staff vacancy within the authorized organization chart of the College.

第 二 條 在全能的 神面前，職員應確實完全同意由臺北基督學院董事會所通過的「臺北基督學院的信仰」、「臺北基督學院的辦校信念」、「臺北基督學院的使命」、「臺北基督學院的倫理價值與標準」、「臺北基督學院學術自由聲明」及「臺北基督學院組織規程」。

職員應鄭重的承諾與保證支持、贊成、增進並遵行前述規範與價值觀。如果在任何時候無法恪守所簽署之任何規範時，將向學校提出異議及原由。並願意接受學校職員評審委員會決議之處置，絕無異議。

Article II Before Almighty God, all staff affirm he/she complete agreement with Christ's College Taipei's "DOCTRINAL STATEMENT", "GOVERNING VALUES STATEMENT", "MISSION STATEMENT", "ETHICAL VALUES AND STANDARDS", "ACADEMIC FREEDOM STATEMENT" AND "OPERATION MANUAL OF CHRIST'S COLLEGE" as approved by the Board of Directors. All staff should solemnly promise and pledge to support, uphold, promote and practice those principles and values so set forth. If he/she at any time finds himself/herself out of accord with any portion thereof, he/she will make his/her objection, together with the reason, therefor, known to the Administration. He/She will comply with the decision, without objection, made by Staff Evaluation Committee.

第 三 條 本校職員之任用，除法令另有規定外，依本辦法辦理。

Article III The appointment(s) of the College's staff member(s) must be in accordance with the Guidelines besides other laws and regulations.

第 四 條 本辦法所稱職員，係指本校組織規程所訂各單位專任從事行政事務工作之人員。

Article IV The term of staff in the Guidelines is referred to the full-time personnel engaged in administrative work in each office of the College's organization.

第 五 條 本校各單位職位出缺或新增員額，除由現職人員調任外，應以公開方式甄選，其程序如下：

Article V If a vacancy or a new post in an office is not filled by transferring the College's existing staff member from another office, it must be selected publically in accordance with following procedures:

一、人事暨秘書室公告徵求人才。

1. Announcement of Employment Opportunity by Human Resources and Secretariat Office.

二、由職員評審委員會擔任「新進職員遴選小組」（以下簡稱遴選小組）。

2. Staff Evaluation Committee will act as the New Staff Selection Panel.

三、遴選小組負責新進職員應徵條件及專業證照之審查、決定參加筆試(上機考)及面試人員、筆試科目、筆試及面試配分比例等相關事宜。

3. The Selection Panel shall be responsible for staff-selection related matters, such as the evaluation of candidates' qualifications and professional certifications, the selection of candidates for computer-based written examination and for interviewing, the choice of subject topics of written examination, and the percent distributions of written examination and interview.

四、甄試以筆試、實地作業或口試方式辦理，必要時得兼採併用方式辦理。

4. Audition by written examination, actual work or oral examination as well as if necessary adaptation of the combined methods to process the selection of the staff member.

五、遴選小組面試完畢評分後，將評分結果送交人事暨秘書室，人事暨秘書室統一核算筆試及面試成績後，依成績高低排序由三位遴選小組委員確認成績無誤後，推薦三位候選人供職評會討論。

5. After rating the interviews of all candidates, the Selection Panel shall submit the ratings to HRSO for the consolidating calculations of the written examination scores and interview ratings in order to form a list of candidates in the order of their summary scores from the highest to the lowest. After the list being validated by the panel, the top three (3) candidates shall be submitted to Staff Evaluation Committee for deliberation.

六、職評會召開時，由遴選小組召集人說明遴選過程、配分比例及評審結果。

職評會以無記名投票方式表決正取及備取人選，經簽報校長核定後生效。

6. When the Staff Evaluation Committee is convened, the convener shall describe the selection process, the percentage distribution of written examination scores and interview rating and the evaluation results regarding the top three candidates.

The Staff Evaluation Committee shall vote for the finalist and the back-up person by secret ballot and, then submit the results to the Present for approval and effectiveness.

前項現職人員之調任程序如下：

For the preceding paragraph, the process of transferring the existing staff member from another office is described as follows:

一、人事暨秘書室通知各單位推薦人才，由現職人員中調任，或會同用人單位以公開方式辦理甄選。

1. Human Resources and Secretariat Office shall notify all offices and units at the College and solicits the recommended candidates; or jointly with the office having the vacancy or new post to publically select the appropriate staff member.

二、出缺單位主管徵得擬調職員服務單位主管同意後，送人事暨秘書室辦理。

2. After the Head of the office having the vacancy or new post obtains the agreement from the Head of the office where the prospective staff member works, the transfer case shall be submitted to HRSO for processing.

第 六 條 遴選過程中應徵人員提供之資料、筆試考卷與成績、面試成績等相關資料，於校長核定人選後由人事暨秘書室保存一年。

Article VI All selection-related information, such as the submitted information/applications, written examinations and scores, and interview ratings shall be kept by HRSO for one (1) year following the President's approval for the finalist and the back-up person.

第 七 條 本作業要點經行政會議通過，報請校長核定後公布施行。

Article VII The Guidelines shall be passed by the Administration Assembly and submitted to the President for approval, public announcement and implementation.