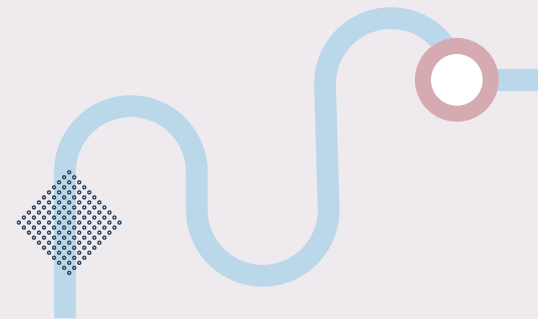


Recruitment & Selection Policy



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| Policy Name | Recruitment & Selection Policy |
| Policy Number | |
| Date Created | |
| Effective Date Adopted by the Board | |
| Version Number | |
| Date of Last Version | |
| Administrator Responsible | |
| Administrator Contact Information | |

POLICY HISTORY

| Version Number | Approved by | Revision Date | Author |
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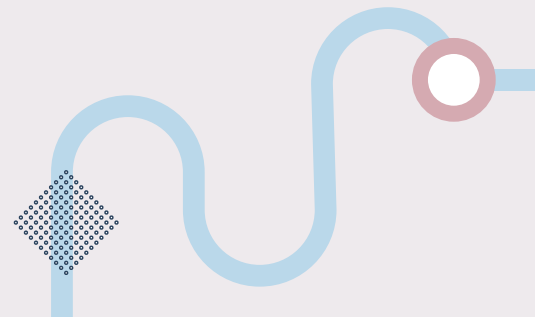
DOCUMENT CONTROL

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| Document Ref | | Title | Recruitment & Selection Policy |
| Version & Date | | Author | |
| Directorate: | | Approved by Management | |
| Reviewed | | Change History | |

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Recruitment & Selection Policy



Enter Centre Name Here

PURPOSE

This policy outlines the organisation's commitment to compliance with the Employment Equality Acts 1998-2015, by providing equality of opportunity in our recruitment procedures.

SCOPE

This policy applies to all applicants for employment with the organisation and to existing Employees applying for internal positions in the organisation. Anyone involved in recruitment and selection on behalf of the organisation is expected to comply with the provisions of this policy.

When focusing on the recruitment and selection of potential employees for your organisation we consider the following:

- There are a number of key stages that need to be followed in order to ensure the best candidate is secured for the position
- Always ensure the best person is only considered for the post. Never settle for second best as this may result in difficulties in the long term
- Internal candidates that are suitably qualified will be considered for posts
- The interview panel should be suitable qualified to ensure the best candidate is appointed to the post and are fully familiar with recruitment legislation
- The principle objective of the recruitment process should be to recruit, select and appoint employees appropriate to the present and future needs of the organisation.

POLICY

This organisation is committed to providing equality of opportunity with respect to vacancies that arise. As such, the organisation strives to ensure a recruitment process that is free from any form of illegal discrimination. Recruitment decisions will be taken without reference to an applicant's gender, civil status, family status, sexual orientation, age, disability, race, religion or membership of the Traveller Community, unless these are legitimate requirements for the post, as permitted in the relevant legislation. In order to source the best candidates, selection criteria will be based on the skills, qualifications and experience necessary for successful performance in the role.

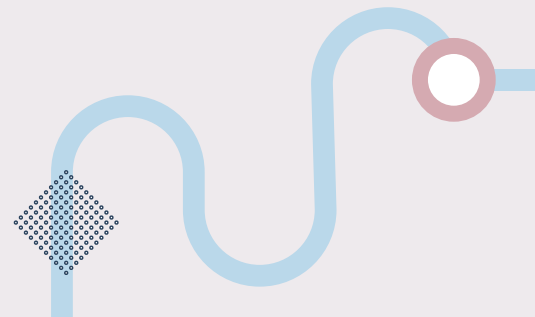
PROCEDURE

Prior to engaging in the recruitment process, the skills, experience, and qualifications necessary for the successful candidate will be identified. Applications will be screened against these requirements. Interviews will be conducted in a fair manner, ensuring that questions are designed to seek information relevant to performance in the position. Other selection methods may be employed, where appropriate, for example reference-checking.

A candidate for employment who has a disability will be provided reasonable accommodation to facilitate their ability to compete for a post, and to fulfil a post where they are the most suitable candidate for the role. Reasonable accommodation will only be provided where it does not present a disproportionate burden on the organisation.



Recruitment & Selection Policy



Records related to unsuccessful candidates may be retained for up to 13 months following the appointment of the successful candidate.

In summary the main stages of recruitment in the organisation are:

- 1. Job vacancy** - the post has been identified and the appointment of a candidate to the post has been authorised by the board.
- 2. Job analysis** - a job description for the post is developed. If there is a job description already in place time will be taken to review and update taking on learning from the last employee.
- 3. Attracting the right candidates** - advertise the post where the right candidates will be attracted to apply. advertise in house and with recruitment forums such as linkedin, jobs ireland etc. contact DSP and other employment services to ensure the advertisement goes far and wide. This is a great opportunity for the organisation to appoint the most suitable candidate to the position.
- 4. Screening candidates** - have a short listing process in place to only bring those suitably qualified in for interview
- 5. Interviewing candidates** - appoint a suitably qualified interview panel that have the skills to carry out an efficient recruitment process on behalf of the organisation
- 6. Selection and appointment** - conduct interviews and have an interview score sheet to assist the interview panel to make their decision. If a suitable candidate has been identified then an offer of employment can be given. Ensure all references are checked and garda vetting is put in place if required.
- 7. Induction and training** - on commencement the new employee will need to receive an induction pack, employment contract and be provided with any training required.
- 8. Employee evaluation** - probation period should involve appraisal meetings.

