



Recruitment Policy & Procedure

Policy & Guidelines

Date	Lead	'Signed off' BOM	Review Date
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CENTRE FOR INDEPENDENT LIVING

RECRUITMENT POLICY & PROCEDURE

PART 1: PURPOSE, SCOPE & RESPONSIBILITIES

1.1 Policy Statement

The Cork Centre for Independent Living's (Cork CIL) Policy & Procedures in relation to recruitment and selection is to provide equal access to employment for all and to ensure that the best person, in terms of knowledge, skills, experience and aptitude, is chosen for each position that arises.

Cork CIL's Recruitment Policy is in keeping with its Equal Opportunities Policy

1.2 Purpose

This policy sets out Cork CIL's Recruitment and Selection guidelines including information relating to:

- Job descriptions
- Person Specifications
- Advertising Job Vacancies
- Application Procedures
- Short Listing Procedures
- Reference Checks
- Offers of Employment
- Management of Panels
- Unsuccessful Candidates.

This policy should be applied whenever a position becomes available within Cork CIL.

1.3 Scope

This document applies to all Chairpersons, Directors, Sub-Committee Members, employees, contracted individuals providing services on behalf of Cork CIL, contractual third parties, agents of Cork CIL and Leaders who have access to the information of individuals seeking to work for Cork CIL or who are involved in the recruitment process.

All users **must** understand and adopt this policy and are responsible for ensuring that this policy is adhered to. All users have a role to play and a contribution to make to ensure that the most suitable candidate is chosen for each position that arises.

PART 2: POLICY: OVERVIEW

Step 1: Review of Vacancy

When a post becomes vacant it will be reviewed by the Manager and /or designate.

Step 2: Recruitment Request Form

When the decision to recruit to the post has been made a Recruitment Request Form will be completed by the Service Co-ordinator, Finance Officer and signed by the Manager or designate before recruitment process is commenced

Step 3: The Job Description and Person Specification

The Job Description and Person Specification will be reviewed and prepared for each post to ensure that they accurately and adequately reflect the skills, qualities, experience and attributes required for the post.

As roles, duties and responsibilities change over time, where an advertisement, job description and/or person specification are already in existence they must be checked and updated to ensure they reflect clearly the current requirements of the job.

Job Descriptions and Person Specifications and advertisements must be approved by the Manager and or ALS Coordinator.

Step 4: Advertisement

Vacancies will be advertised as openly and as widely as possible. The Advertisement will state the overall purpose of the job and give clear guidance on the required method of application

Step 5: Shortlisting

Shortlisting will be undertaken by a minimum of two people and referenced against the Person Specification

Step 6: Interview & Selection

Interviews will be undertaken by a minimum of two people and referenced against the Person Specification

Step 7: Reference Checks

References will be taken up by Cork CIL

Step 8: Garda Vetting

All PA posts are subject to Garda Vetting prior to commencement

Step 9: Formal Offer

Step 10: Contract & Commencement of Employment

PART 2: POLICY: DETAIL

2.1 Job Description

A Job Description must be drawn up for each post to be filled, detailing the core responsibilities and tasks relating to the job. A Job Description should provide such details as the authority, responsibilities and the role of the job holder within Cork CIL

2.2 Person Specification

A Person Specification must be drawn up for each post to be filled, describing the essential and desirable experience, skills, qualifications, knowledge and personal qualities required to carry out the job satisfactorily. This ensures that before the recruitment process begins clear criteria are agreed against which all applicants are assessed.

Criteria for personal qualities and circumstances will be directly related to the job and applied equally to all groups regardless of gender, age, creed, race, ethnic origin, disability, marital status, sexual orientation, a member of a minority group or trade union membership

An up to date Job Description and Person Specification will be available to all candidates on application

2.3 Advertising Job Vacancies

When advertising positions, it is important to consider the following:

- All positions in Cork CIL are open to all suitably qualified men and women applicants. No position or job vacancy will be classified by reference to sex except where there is an 'Occupational Requirement' as provided for in the Employment Equality Acts, 1998 and 2004, i.e. in relation to employment in another person's home for the provision of personal services. This exemption relates specifically to access to such employment (this exemption does not extend to other areas such as conditions of employment etc.)
- If the position is on a community employment scheme, the eligibility criteria should be clearly stated.
- All Advertisements will state that CIL is an Equal Opportunities Employer;
- All other recruitment, promotion and or publicity documentation will also state that CIL is an Equal Opportunities Employer.
- Advertisements will state the deadline for receipt application if applicable

2.4 Recruitment & Selection

Both internal and external applicants will be considered on individual ability regardless of factors such as gender, age, creed, race, ethnic origin, disability, marital status, sexual orientation, a member of a minority group or trade union membership;

Recruitment and selection of suitably qualified staff will be made from the widest possible field. Positions will be advertised externally, including the national and provincial newspapers, as appropriate. All job advertising will be carried out in such a way as to encourage applications from suitable candidates regardless of the above considerations.

Where a post is upgraded or newly created, which does not involve an increase in the overall number of staff, the competition may be confined to internal recruitment from suitably qualified staff;

2.5 Application Procedure

On receipt of an expression of interest in an advertised position a copy of the Job Description, Person Specification and an Application Form will be forwarded. This will be done by e-mail or post.

Application will be by Application Form and Covering Letter. Applicants will also be required to submit the names and contact details of three referees, one of whom is preferred to be their current or most recent employer.

All Job offers are subject to satisfactory Garda Vetting

2.6 Short listing Procedures

Short listing of candidates must be carried out where possible by three people, but in any case not less than two people.

Decisions will be based upon the agreed criteria in the person specification and job description.

Short listed candidates will be invited to the next stage of the recruitment competition

2.7 Selection Procedures

Interviewing of candidates must be carried out where possible by three people, but in any case not less than two people. If a situation arises where a second interview is held, the same interview panel may be involved in the decision making at the second stage. Reasonable efforts will also be made to ensure that interview panels are representative

A structured interview technique will be used by the member of management conducting the interviews. The assessment methods used for any competition will be designed to assess applicants objectively in relation to the agreed criteria for the post.

Interviewers will be appropriately qualified to conduct interviews and will be familiar with the organisation's Equal Opportunities Policy (Ref 00101) and Recruitment and Selection guidelines and associated documentation.

2.8 Reference Checks

Reference checks are carried out prior to an offer of appointment. The reference is requested and provided with the applicant's consent. Cork CIL reserves the right to obtain and verify the candidate's qualifications before confirming an offer of employment. Cork CIL may require candidates to submit original certificates of educational qualifications or other relevant qualifications at the interview stage or before the offer of employment.

2.9 Offers of Employment

Offers of employment will not be made without a minimum of two satisfactory references (three for Pre-school PA) and will remain subject to suitable Garda Vetting report. The selection will be approved by the Manager/Management Team before an offer is made.

An employment contract will be issued ideally prior to commencement and at latest no later than 4 weeks after commencement.

The recruitment and selection process is final when the employment contract has been signed by the appointee and s/he has commenced the induction programme and probationary period.

2.10 Formation of a Panel

On occasion it may be prudent to recruit to a panel from which future vacancies can be filled. This will be stated in the advertisement.

If a candidate is being offered a place on the Panel they will be informed in writing.

If the candidate accepts they will be informed as to their place on the panel and will also be advised that the Panel remains active for a maximum of 12 months.

After 12 months the Panel will automatically become inactive. Personal details will then be deleted.

2.11 Unsuccessful Candidates

All unsuccessful candidates who attend for interview will be informed in writing within a reasonable time after the selection decision has been made that they have been unsuccessful in their application for the relevant position.

Any candidate who feels that s/he has been unlawfully discriminated against has a right to make a complaint, which can be exercised in writing to the management.

3.00 Record Keeping

A full set of records for each successful candidate will be kept. This will form the basis of their Personnel Record during their time with Cork CIL.

A set of records will be kept for each unsuccessful candidate for 12 months only. They will then be destroyed.

All records will be kept in line with requirements of Data Protection Act and Freedom of Information Acts.

A written record must be kept of the assessment for at least **one** year after a letter is sent to an unsuccessful candidate. One set of records of each applicant should be kept for 12 months. All other documents should be destroyed.

PART 3: ENFORCEMENT, DEFINITIONS, REFERENCES & REVIEW

3.1 Policy Enforcement

Breaches of this policy will be subject to disciplinary policy and procedures, contractual terms and conditions and civil and criminal law as appropriate. If you do not understand the implications of this policy or how it may apply to you, please seek advice by contacting your line manager at your earliest convenience.

While every effort has been made by Cork CIL to ensure that the information contained in this policy is accurate and up-to-date the contents of these pages should not be relied upon as a substitute for independent Human Resources or other legal advice. No responsibility or liability is accepted by Cork CL for any errors or omissions in this policy or for any use the information may be put to.

3.2 Policy Governance

This policy is developed by CIL Carmichael House (*trading as Incare, registered address Carmichael House, North Brunswick Street, Dublin 7*). It is disseminated to all individual CIL's, throughout the CIL Network, via the CIL website (www.dublincil.org). Cork CIL have adapted this for its' own use and understands that CIL Carmichael House accepts no responsibility for alterations to the policy content after its final publication.

3.3 Definitions

The following definitions apply throughout this policy:

- **Short listing:** Short listing is the process whereby candidates are assessed against the agreed criteria, on the basis of information provided in the application documentation, in order to eliminate unsuitable candidates and identify those candidates who meet the criteria for further assessment.
- **CIL Network:** The umbrella group of CILs throughout Ireland.

3.4 References

- Employment Equality Acts, 1998 and 2004
- Equal Opportunities Policy CIL Ref 00101
- Data Protection Act 1998
- Freedom of Information Act 1997

3.5 Review

This policy, and all related appendices, will be reviewed as it is deemed appropriate, but no less frequently than every 12 months.

Policy reviews will be undertaken by the Manager or their delegate.

Appendix 1

Recruitment & Selection Request