

## Sample Recruitment Policy

### Statement of Intent

The Management of \_\_\_\_\_ is committed to ensuring that the recruitment and selection of all employees will be fair, open and transparent and will comply with all relevant legislation. Personal information received is dealt with in the strictest confidence. Inclusion forms an important aspect of the recruitment of staff within the service. Applicants will not be excluded from being considered for a position based specifically on their need, background, culture, religion, gender or economic circumstances. (as pertaining to the Equality Act 2004). Positions will be offered based on competency, qualification and enthusiasm for the position.

### Recruitment Procedures

#### Job Description

Once a vacancy occurs a detailed job description is prepared before each post is advertised and is available to all applicants. The job description includes:

- Job title
- Location of the position
- Who the employee will report to
- Overall purpose of the job
- Key area of work
- Details of specific duties and responsibilities
- Hours of work

#### Person Specification

The person specification includes

- knowledge
- skills
- qualifications,
- experience
- other attributes required to carry out the job satisfactorily.

## Advertising

All posts are publicly advertised in local newspapers, job markets and websites and clearly state that \_\_\_\_\_) is an equal opportunities employer. All advertisements include the following:

- Name and role of the organisation
- Job title
- Brief description of the job
- Location of position
- Qualifications and experience which are essential and which are desirable
- Whether the position is full time or part time, temporary or permanent
- How to apply
- How to get further information
- Closing date and time for application
- Logos if appropriate, e. g. NDP, NCIP, pobal, et

## The Application

All applicants are sent the job description and person specification, together with the application form (if an application form is being used rather than CVs). All applicants are required to complete a Garda Vetting Request form.

Completed application forms will be dated on receipt. To ensure confidentiality, only those nominated to undertake the selection will see the completed application forms.

## Shortlisting

A short listing/interview panel (selection panel) with a minimum of three people is set up to review all applications. The short listing panel and the interview panel will consist of the same people as far as possible and have gender balance

- The selection panel agrees the selection criteria from the information supplied in the advertisement and the job description and before any applications are examined
- Assessment of applications is based only on information provided by the applicant
- All applicants who meet the selection criteria are invited to attend for interview
- A letter of regret is sent to all applicants who do not meet the selection criteria
- A complete report of the short listing process is prepared by the selection panel

### Selection Process

- The position is offered to the candidate with the highest mark on the score sheet, after references have been checked.
- A reference is always sought from the current or most recent employer. Both referees are contacted verbally by telephone and this is followed up with a written reference.
- The person who comes second on the score sheet is held in reserve provided she/he meets the criteria
- The successful candidate is officially notified in writing having first been contacted by telephone
- Letters of regret are sent to all unsuccessful candidates once the post has been accepted and within one week of the interviews being held

### Induction

An induction period is provided for all new employees. Employees are provided with

- Information on the role of the service/facility
- Information on the roles of other employees
- Terms and conditions of employment
- Details of salary scales
- Staff handbook
- Employees are obliged to familiarise themselves with the Policies and Procedures of the service and to sign up to codes of behaviour as set out by the service.

<b>At Meeting of:</b>	
<b>Signed:</b>	
<b>Reviewed:</b>	

*This sample policy is developed by DCCC as a guideline document for childcare services .It is intended that the policy is adapted to suit each individual service. June 2009*