

Recruitment Policy

Sample Policy Statement

NAME OF SERVICE is an Equal Opportunities Employer and is committed to recruiting the best person for the post. We will ensure fair and equal opportunities for all potential and existing employees. This relates to gender, marital status, family status, age, disability, race, sexual orientation, membership of the Travelling Community and religious belief.

Principle

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016, the Employment Equality Acts 1998 - 2015, Freedom of Information Act and Data Protection Act.

Rationale

A recruitment policy outlines how your service will recruit and select the best candidate for a role. Having a transparent recruitment policy will ensure that you adhere to a lawful process, that job descriptions meet the needs of your service, and that candidates are assessed against consistent selection criteria.

Sample procedure

This policy specifies the procedure to be followed when hiring employees and unpaid workers.

1. Review job description and person specification

The job description will explain the role that is being advertised including the main duties and the person specification will describe the person you want to fill the job including the required qualifications and characteristics. Ensure that all candidates have a copy of the job description and person specification in advance of the interview.

2. Advertise (internally/externally)

Where will positions be advertised? Are all services advertised externally or will they be advertised internally for a certain period of time? How will staff on leave be informed of any vacancies arising? The job advertisement will include information on how candidates should apply, whether it should be through email or in writing and whether they have to include a current curriculum vitae.

3. Shortlist

- A scoring sheet will be developed based on the criteria set out in the job description and the person specification.
- A short-listing panel consisting of the owner and manager will select the candidates for interview using these criteria.

4. Interview

- A suitable interview panel. Consider having more than one person as this helps to ensure a balanced outcome of the process. (Where possible, the panel should be representative of both sexes)
- Prepare a list of questions to assess all candidates based on the competencies, skills and experience set out in the job description and person specification.
- Maintain a scoring sheet outlining the criteria required for the role and how each candidate scored under each question. Detailed notes from each interview will be maintained to show how marks were allocated.
- Confirm that candidate is happy for you to contact the two references named in their application.
- Records of the shortlisting and the interview process will be maintained for 12 months.

- Any candidate who wishes to have feedback on their interview is entitled to this feedback in a timely fashion
- Any candidate who feels that they may have been discriminated against can make a written complaint to the Manager/Management of the childcare service.

5. Selection

- The selection will be made (depending on the nature and responsibility of the post) on the basis of: training/qualifications; experience; suitability to role; communication skills; ability to work with children of different age groups; ability to work as part of a team.

6. Vetting Procedures

- Vetting procedures must be carried out prior to any person being appointed or assigned or being allowed access to a child in an early childhood service.
- The successful candidate will have to produce a driving license or passport and original qualification certificates. Copies will be taken and kept on file.

7. Reference checks

- Two references are required for any prospective staff member. One must be the most recent employer. Family members are not acceptable to give references.
- Record whether references are checked by phone or in writing and confirm the candidate's employment history, qualifications, experience and fit with the setting.

8. Follow up

- Contact unsuccessful candidates
- Keep and secure recruitment records for a period of one year
- All candidates have a right to information about their recruitment process and can request this in writing. All information will be held in line with Data Protection legislation.

9. Probation Period

- All staff will be required to complete a 3, 6, 12-month probation period.

Other relevant policies:

- Staff training policy
- Supervision policy
- Storage of records policy
- Garda Vetting Policy

Person Responsible: _____

Date implemented: _____

Signed by: _____ **On behalf of Management**
(Manager, Owner, Chairperson)

Review Date: _____

Please note this is a guide to a policy and procedure. It is not meant to be directly copied and it is highly recommended that all members develop documents specific to their service and needs. This is not an exhaustive list and there may be other essentials required.