

POLICY NO: MHC HR 001

Policy and Procedure Recruitment

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Moore Haven Centre

O'Brien Street, Tipperary

Telephone: (062) 52437 Fax: (062) 33566

e-mail: info@moorehaven.ie

web: www.moorehaven.ie

1 POLICY

- 1.1 It is the policy of MooreHaven Centre to ensure that we employ the best quality employees in a manner which is fair and consistent with the legislative requirements of the Employment Equality Acts of 1998 and 2004. We are committed to ensuring that there is no discrimination on the grounds of gender, marital or family status, sexual orientation, religious belief, age, disability, race or membership of a travelling community at any stage of the recruitment process or in the terms and conditions offered following recruitment.

2 QUALIFICATIONS

- 2.1 Where professional qualifications are required for a particular position, the appropriate qualifications will be clearly outlined during the advertisement process.
- 2.2 Only candidates who possess the appropriate qualifications will be considered for appointment. Should a candidate possess a qualification equivalent to that which is recognised, the equivalent qualification must be validated in accordance with the Department of Health and Children Guidelines.

3 PROCEDURE

3.1 Job Description

A copy of the relevant job description for the post should be prepared. Where a job description is already in existence for this post it should be reviewed to ensure its accuracy and relevance to the current vacancy.

3.2 Person Specification

A Person Specification will also be prepared which will clearly outline the essential and desirable qualities required of a suitable candidate in order to fully execute the duties required as per the job description.

3.3 Advertising

Where advertisements are being published (internally and/or openly) the following criteria will apply

- Advertisements will be clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of gender, marital or family status, sexual orientation, religious belief, age, disability, race or membership of a travelling community.
- Care should be taken in the compilation of advertisements, particularly where qualifications and experience are outlined as the shortlisting process will be subsequently based on the criteria as published in the advertisement.

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- In the case of internal advertising, details will be fully circulated so as to ensure access to all interested applicants.
- External advertising will be arranged through appropriate agencies and will take account of budgetary considerations.
- All advertisements will carry the statement "*Moorehaven Centre is an equal opportunities employer.*"

3.4 Application Forms

Application forms (where used) will take account of the following:

- Only relevant questions needed for selection.
- No questions relating to gender, marital or family status, sexual orientation, religious belief, age, disability, race or membership of a travelling community.

If these questions are necessary for pension or health insurance, they will be asked after appointment.

3.5 Interview panels

The decision on the membership of the Recruitment panel should be made at the advertising stage and not later than the closing date for applications. In compiling the panel the relevant Manager should act as Chair of the panel, ensure a gender and skill balance as appropriate to the post.

3.6 Screening/Shortlisting

Following the competition closing date the chairperson will arrange for the panel to be convened and carry out the shortlisting process. Screening will be carried out by matching details of applicants to the requirements of the job as outlined in the job description / person specification. The screening process will be carried out by the designated interviewers under the guidance of the chairperson with the criteria being applied consistently to all applicants. In situations where the shortlisting process is hindered by lack of information on CVs clarification may be verbally sought from the applicant at time of shortlisting.

Following shortlisting the unsuccessful candidates will be informed and those short listed for interview will be called at a designated time and location as decided by the interview panel.

3.7 Pre-Interview Preparation Meeting

Prior to the interview the interview board will convene to discuss the selection process and following analysis of the job description and person specification decide on the questions to be asked of each candidate. The marking criteria and weighting process will also be established at this stage. The minimum qualification mark will also be decided upon at this juncture and recorded accordingly.

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3.8 Interviewing

The interviewing process will be carried out in the following manner:

- No assumptions will be made on the grounds of gender, marital or family status, sexual orientation, religious belief, age, disability, race or membership of a travelling community.
- Questions will relate to the requirements of the job and will be consistent with regard to each candidate.
- Each member of the interview board should have an equal level of participation.
- Applicants will be assessed at the end of interviewing against pre-defined criteria.
- Each member of the Interview Panel will complete an individual marking sheet in respect of each candidate. The Chairperson will then collate individual markings to achieve the overall result. Care should also be exercised in completing the general comments section as this information will assist in subsequent feedback situations.

Post interview Procedure

3.9 On completion of interviewing the following process will apply:

- Notify unsuccessful candidates
- Process the conditional letter of offer to the candidate recommended for appointment. The conditional letter of offer will, at a minimum require:
- Receipt of two (2) references one of which should be from the current employer which must subsequently be deemed satisfactory by the interview panel.
- Garda Clearance. The successful candidate/s will be required to complete a Garda vetting form which will be forwarded to the Garda Vetting unit.

Candidates who have resided outside the Republic of Ireland for over six months will also be required to submit a Police Clearance from the relevant country.

- Successful completion of medical examination
- In the case of non-nationals the following will also be required
 - a. Green Card Permit / Work Permit

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b. Validations of qualifications by Department of Health and Children for candidates recruited for medical or healthcare professions.

c. Police Clearance

3.10 Contract

Following acceptance of the conditional offer and subsequent receipt of satisfactory references, Garda clearance and employment medical certificate a starting date will be arranged with the appointee. A contract of employment will then be forwarded to the appointee which should be agreed, signed and returned prior to the agreed start date.

3.11 Feedback

Should a member of the interview board receive a post interview request for feedback, the request should be forwarded to the Chair of the Interview panel.

3.12 Records

The organisation will retain, for at least one year, all records arising through the recruitment process.

3.13 Induction Training

Induction Training should commence as soon as the new appointee takes up the position in accordance with the Induction Policy

3.14 Probationary Period

All employees of MooreHaven Centre will undergo a probationary period of 6 months from the commencement of service. The probationary period may be extended at the Company's discretion, but will not in any case exceed 12 months. A probationary period is typically extended when performance issues have been identified and the manager requires extra time to assess long – term suitability. Absences during the period of probation will extend the period of probation.

Performance and conduct during this probationary period will be monitored through a process of appraisal meetings. The purpose of the appraisal meetings is to ensure that any performance related issues that may arise may be fully explored and rectified. Termination of the contract during the probationary period will be at the discretion of the Company and in the event of such termination a notice period will be provided for in accordance with the Minimum Notice and Terms of employment Acts 1973 – 2001.

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