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F o u n d a t i o n

Recruitment Policy & Procedures

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Foundation to recruit and retain staff of the highest calibre with the qualifications and experience necessary to provide an efficient and effective service to the people we support. This is achieved through the application of a detailed and transparent recruitment procedure and through the application of all relevant employment legislation. The short-listing, interview and recruitment process follows best practice in relation to equal opportunities. Selection for appointment is based on merit.

2 Policy Purpose

- 2.1 The aim of the policy is to outline the relevant steps in the recruitment process and to assign individual responsibilities for each of these steps.

3 Policy Scope

- 3.1 This policy is intended for all staff who are involved in the recruitment process within COPE Foundation.
- 3.2 This policy outlines all procedures concerned with recruitment. It is to ensure that all aspects of recruitment are carried out in a proper and efficient manner.

4 Description of Terms

- 4.1
- *Lead Person:* Will normally be the Head of the appropriate Division or designate.
 - *Short List:* List of Candidates who will be invited to interview.

5 Roles & Responsibilities

- 5.1 All staff involved in recruitment must adhere to this policy.
- 5.2 The Head of the Human Resource Division (HR) will amend this policy in the event of changes to legislation.
- 5.3 HR will ensure this policy is accessible.
- 5.4 The Lead Person will liaise with HR in the recruitment process, including input into the selection of the Interview Panel.

to fill a new or existing post will not commence
the Head of the Human Resource Division (HR).

7 Preparation of Job Description & Person Specification

- 7.1 In advance of a vacant post being advertised, the Manager with HR support will prepare a person specification and job description, to support the recruitment and selection process, and ensure the best possible outcome to meet the needs of people we support.
- 7.2 If there is an existing job description for the post, HR should ensure that any changes that are deemed necessary are made in conjunction with the Lead Person.

8 Preparation & Placement of Advertisement

- 8.1 In general, HR will prepare the advertisement in conjunction with the Lead Person; however, for some new posts, it may be appropriate for the Lead Person to prepare it. In either case, HR will be responsible for the placement of the advertisement.

9 Short-Listing Process

- 9.1 The criteria to be used in short-listing prospective Candidates are agreed in advance of the vacancy being advertised, and are transparent and directly relevant to the post.
- 9.2 All applications will be screened for eligibility using essential qualifications, experience and skills criteria that are outlined in the person specification.
- 9.3 The first stage in the short-listing process is the screening stage, whereby applicants who do not have the required qualifications, or otherwise fail to meet the essential standard for the post, are eliminated.
- 9.4 The second stage is to reduce the number of qualified Candidates, if it is not practical to interview all applicants. This should be carried out by the Interview Panel using clear and consistent criteria. The Lead Person will inform HR of the outcome and, the latter will then communicate with unsuccessful Candidates.
- 9.5 All applications for posts will be treated in strict confidence subject to the Freedom of Information Acts 1997/2003 and the Data Protection Acts 1988/2003.

10 Correspondence to Short-Listed Interviewees

- 10.1 HR will be responsible for the preparation and transmission of all correspondence to be sent to those short-listed for interview. The correspondence should include the invitation to the interview, and the job description for the post.

Interview Date

- 11.1 The Lead Person will arrange the interview date, and a date for short-listing, if appropriate.

12 Correspondence to the Interview Panel

- 12.1 The Lead Person in conjunction with the Human Resource Division (HR) will prepare the appropriate documentation for each member of the Interview Panel. This will normally include the job description for the post, the C.V./Application Form of each applicant, and the timetable for the interviews. The Interview Panel will also have access to a copy of this policy, via Copenet and HR.

13 Interview Panel

- 13.1 The Panel appointed to interview Candidates will have the relevant knowledge, experience and skills to select the best possible Candidate to fill the vacancy.
- 13.2 The selection of the Interview Panel will be undertaken by the Lead Person in conjunction with HR. Interview Panels must consist of two people at least, one of which must have been involved in the short-listing process. The Interview Panel should include the Lead Person and/or a member of HR, or nominated person. Consideration should be given to the selection of an external interviewer for senior posts in COPE Foundation.
- 13.3 One of the Interviewers will be appointed *Chairperson* of the Interview Panel, to direct the workings of the Panel, to ensure fair and proper procedures are followed, and to liaise with HR regarding the recommendations and decision of the Interview Panel.
- 13.4 The Interview Panel will be responsible for devising a list of core questions to ask each Candidate, with a corresponding marking scheme.
- 13.5 It will be the responsibility of the Interview Panel to question all candidates being interviewed on any employment gaps in their C.V./Application Form and to document the reason/s for the gaps. The marks accorded to each Candidate will be signed and dated by each member of the Interview Panel.
- 13.6 The results and decision of the Interview Panel will be communicated by the Chairperson of the Interview Panel to HR.
- 13.7 At the end of the interview process, the Chairperson will ensure that all documentation held by all members of the Interview Panel is returned to HR. It is recommended that any rough notes made by a member of the Interview Panel should not be retained after the selection process, but should be destroyed by shredding.

15.1 Before a Candidate can be appointed:

- The Human Resource Division (HR) must be in receipt of 3 verified references, one being their current/last employer as appropriate (COPE Foundation reserves the right to determine merit, appropriateness and relevance of such references and referees);
- HR will apply for Garda Vetting of the Candidate, and offers of employment will be subject to this being satisfactory;
- HR will ensure that any pre-employment medical examination is completed, and offers of employment will not be made prior to receipt of a medical report;
- HR will request, and ensure receipt of proof of qualifications/registration before employment commences;
- HR will request, and ensure receipt of passport photo and copy of birth certificate/passport on the day employment commences.

15.2 Offers of employment are made in writing.

15.3 Selected candidates are given a written contract of employment.

15.4 All new employees undergo an Induction Programme.

15.5 All new employees undergo a Probationary Period. In most cases this will be for one year from the date of appointment.

16 Retention of Records

16.1 Recruitment and selection procedures are subject to the provisions of the Freedom of Information Acts 1997/2003 and the Data Protection Acts 1988/2003. It is therefore important that the decision making process is clearly documented/ recorded, and that all documents relating to the recruitment and selection process are returned to HR.

16.2 One copy of the following Records relating to the process should be retained for a period of 18 months:

- Job Description/ Person Specification;
- Advertisement;
- Application Forms/ Curriculum Vitae;
- Signed and dated Shortlist Assessment Forms and Rating Criteria;
- Signed and dated Interview Assessment Forms and Rating Criteria;
- Recommendations and Decision of the Interview Panel signed and dated by the members.