



<b>POLICY:</b>	RECRUITMENT, SELECTION AND APPOINTMENT POLICY & PROCEDURES DOCUMENT
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<b>FIRST DRAFT:</b>	ET 2015#11
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<b>ADOPTED:</b>	BR2015#04 (16 December 2015)
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<b>AMENDMENTS:</b>	None to Date
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<b>REVIEW:</b>	December 2020
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## **1.0 Policy Statement**

All policies, guidelines and protocols of Mary Immaculate College, will reflect the Colleges commitment to the promotion of equality and will be fully compliant with the provisions of prevailing equality legislation.

1.1 Mary Immaculate College will recruit and appoint appropriately qualified and experienced staff to meet its strategic and operational needs. Appointments will be made on merit and as the result of fair and transparent processes based on best practice.

1.2 Mary Immaculate College is committed to equality of opportunity in relation to employment policies, practices and procedures. All recruitment and selection procedures will comply with the provisions of the Equality Acts, 1998 to 2011.

1.3 All policies, guidelines and protocols of Mary Immaculate College, will reflect the Colleges commitment to the promotion of equality and will be fully compliant with the provisions of prevailing equality legislation

## **2.0 Scope of Policy**

2.1 This policy applies to the recruitment, selection and appointment/employment of all staff, other than the President of the College, except where employment legislation, management/union agreements or custom and practice provide for alternative arrangements.

2.2 The President of the College is appointed in accordance with the provisions of the Instrument of Government.

## **3.0 Legislation/Other Related Policies**

3.1 Governing legislation, regulation and policy in relation to this document includes:

- Employment Equality Acts, 1998 to 2011
- Disability Act, 2005
- Protection of Employees (Fixed Term Work) Act, 2003
- Official Languages Act, 2003
- Data Protection Acts 1988 & 2003
- Freedom of Information Acts, 1997 and 2003
- Mary Immaculate College Instrument of Government
- Memorandum of Understanding between Mary Immaculate College and the University of Limerick

## **4.0 Responsibilities**

4.1 The appointment of the President of the College is a function reserved to the Trustees following an appropriate process

4.2 The appointment of Vice President, Dean or Associate Vice President is a function of *An tÚdarás Rialaithe*.

4.3 The appointment of staff other than those referred to at points 4.1 and 4.2 is a function of the President following an appropriate interview process. In addition there are specific responsibilities reserved to the Board of Trustees as outlined in the Instrument of Government.

4.4 Recruitment of staff is a function of the Human Resources (HR) Office. The Human Resources Office will serve as the central point of contact for all matters pertaining to the recruitment and selection process.

4.5 Heads of Department /line manager's will have an active role in the recruitment and selection process and have a responsibility to comply with the provisions of this policy.

## **Recruitment, Selection and Appointment Procedures**

### **5.0 Approval to Fill a Post**

5.1 Vacancies may arise as a result of:

- Retirements and resignations
- New allocations
- Statutory and non-statutory leave
- Secondments

5.2 When a vacancy arises the Head of Department/line manager will consult with the Human Resources Office and other relevant internal bodies as appropriate to determine if and how the vacancy will be filled.

5.3 Following consultation, the Head of Department/line manager must complete a Staff Request Form (appendix 1) which will be submitted to the Executive Team or appropriate delegated officer for a decision. A decision will be made to either:

- Approve the filling of the vacancy
- Redesignate or redesign the vacant post
- Not fill the vacancy

5.4 The decision will be communicated to the Head of Department/Line Manager by the Director of Human Resources.

5.5 In the event that a decision is made to redesignate or redesign a vacant post, the Executive Team will determine the most effective use of the vacancy and will direct the Director of Human Resources to initiate a recruitment process.

### **6.0 Filling of a Vacant Post**

6.1 Where a live panel for the vacant position exists, the HR Office will proceed to appoint the next person on the panel, otherwise a process for the filling of the vacant post will be initiated. The life of a panel will not normally exceed 24 months and in any event will be specified in the relevant recruitment documentation.

6.2 Vacant permanent posts will be filled through open competition, except where legislation, government policy, management/union agreements or custom and practice dictate that alternative arrangements will apply. Open competitions will be advertised both internally and publicly using appropriate advertising media.

6.3 Temporary vacancies in promotional posts will be filled in accordance with approved procedures.

6.4 Temporary vacancies in entry level posts, with the exception of posts deriving from Jobbridge internships, will be filled through open competition. Jobbridge internships approved by the Executive Team for retention on a temporary contract basis to meet an identified service need and/or where the intern possesses particular specialist skills or knowledge, will be filled by the incumbent intern on a fixed term contract for a maximum of one year following which the position will be filled by open competitive process or suppressed.

6.5 Temporary academic vacancies arising as a result of professional leave will be filled in accordance with the relevant leave policy.

6.6 Where the College has a requirement for academic staff employed on an hourly basis, such requirements will be met from the existing resource pool or by inviting expressions of interest from suitably qualified persons.

6.7 Where no suitable applicant is found following advertising and/or interview, the College reserves the right to engage staffing agencies to source suitable candidates.

6.8 Applications from permanent staff, to fill vacant permanent posts at the same grade, by transfer or adjustment of contracted hours may be considered. Internal transfers are recognised as an opportunity for personal and professional development. Applicants for transfer must possess the required qualifications for the post. There is no absolute right of transfer, transfers are entirely at the discretion of the relevant Heads of Department/line managers and are subject to the approval of the Executive Team.

## **7.0 Recruitment Documentation**

7.1 Prior to advertising the HR Office and the Head of Department/line manager, will prepare a job specification and person specification for the vacant post:

The job specification will outline the following:

- Title of the post, Department, and Grade (level)
- The status of the position (i.e. permanent, fixed term etc.)
- An overview of Mary Immaculate College and the Department
- Broad statement of the purpose/objective of the role
- Reporting relationship
- Qualification/Selection criteria (both essential and desirable)
- A list of the main duties and responsibilities
- Terms and conditions attaching to the appointment
- Rules of any competitive process
- Instructions for applicants
- A statement that shortlisting may apply
- Statements reflecting the Colleges commitment to equal opportunity and its commitment to the Irish Language

7.2 The person specification will be based on the job specification and will define the qualities, educational requirements, knowledge, experience, and skill set that an applicant must possess in order to be considered for the position. It must separate criteria that are essential from those that are desirable.

7.3 Qualification criteria and terms and conditions of appointment for each post will be as specified by relevant government, professional or regulatory bodies and/or as specified by the College.

## **8.0 Advertising**

8.1 Recruitment advertisements will be drafted by the HR Office in consultation with the relevant Head of Department/line manager and will include:

- Title of the post, Department, and Grade (level)
- The status of the position (i.e. permanent, fixed term, full-time, part-time, etc.)
- The closing date for receipt of applications
- Directions to the College website for full details

8.2 All advertisements will make it clear by their wording and presentation that the position is open to all suitably qualified candidates and will explicitly state that Mary Immaculate College is an equal opportunities employer.

8.3 The cost of advertising must be known prior to the placing of the advertisement and must be approved by the Director of HR who will also determine where the advertisement is to be placed.

## **9.0 Applications**

9.1 The details of each post will be made available on the Colleges intranet and internet sites as appropriate and will be forwarded on request by post to candidates who do not have internet access.

9.2 All applications will be treated as confidential.

9.3 Applications received after the specified closing date for a competition will not be accepted unless the applicant can provide proof that the application was posted in sufficient time to reach the H.R. Office before the competition closing date. Late applicants will be notified in writing by the H.R. Office that their applications have not been accepted.

9.4 Incomplete applications will not be accepted.

9.6 Canvassing by or on behalf of a candidate will be ignored and may lead to disqualification.

## **10.0 Shortlisting**

10.1 A shortlisting board will verify that applicants meet the essential qualification and experience criteria for the post and will identify and apply shortlisting criteria. Shortlisting criteria will be based on the person specification and will be objective, relevant to the post, clearly defined and applied consistently. Candidates who do not meet the shortlisting criteria will be notified of this in writing and their applications will not be processed any further.

## **11.0 Aptitude Assessment**

11.1 An assessment of aptitude may form part of the selection process for particular posts. Such tests will relate only to the requirements of the position and be without bias. Where such assessments are to be used, this will generally be indicated in the rules of the competition.

11.2 The various procedures for assessing an applicant's competence in Gaeilge, as adopted by *An tÚdarás Rialaithe*, will be part of the recruitment process to fill posts in the Faculty of Education and other relevant areas when applicable. Proficiency in Gaeilge may be assessed separately with marks attained added to the candidates interview score.

11.3 Candidates attending for interview may be required to make a presentation (normally c. 10 minutes) to the Interview Board.

## **12.0 Interview Boards**

12.1 Interview boards will comprise of at least three persons nominated by the President and will be chaired by the President or a person nominated by him.

12.2 The Vice President Academic & Registrar of the University of Limerick shall have the right to nominate one member of any selection board established by Mary Immaculate College for full time academic appointments in excess of one year.

12.3 In the case of appointments to posts in Religion including Theology and Catechetic's, Philosophy and Philosophy of Education, the College Trustees shall prepare a panel of their nominees from whom the President shall chose at least one for inclusion in each interview board for posts in these areas.

12.4 The composition of interview boards will be in line with best practice, ensuring appropriate expertise, gender balance, and for permanent positions, independent representation. Selection boards will be instructed in good interview practice and be made aware of the College's policy relating to equality of opportunity. All members of an Interview Board will be provided with a copy of the College's "General Interviewing guidelines for members of Interview Board" document prior to the interviews taking place.

12.5 Interview board members will be notified by the HR Office in writing of arrangements for the interviews and will be sent documentation relating to the post along with candidate applications. At this time a draft appraisal sheet, based on the job specification, will be provided to the interview board for review.

12.6 Interview board members will be required to sign a declaration confirming that they are not related to any of the candidates and have no personal interest in the appointment of any particular candidate. Interview board members who are unable to sign the declaration must be excluded from the interview process and will be replaced by a person nominated by the President.

### **13.0 Selection Interview**

13.1 Candidates who are to be interviewed will be notified in writing or by telephone of the interview date/s, time and venue and invited to contact the HR Office before a specified date to confirm their attendance. Prior to interview, applicants will be required to complete a self-declaration on any convictions they may have or any disciplinary or professional regulatory action taken against them in current or previous employments. This information will be used to determine an applicant's general suitability for interview.

13.2 Telephone interviews will not be permitted. In exceptional circumstances and at the Colleges discretion, interviews via video link/Skype will be permitted in cases where it is not practical for a candidate to attend for interview in person, e.g. overseas candidates. All applicants for permanent positions will be required to attend for interview in person.

13.3 Candidates will be requested to bring documentary evidence of qualifications claimed on the day of the interview. These will be photocopied by the HR Office and the originals returned to the candidate.

13.4 Candidates will be responsible for expenses incurred by them when attending for interview and will be notified of this by the HR Office.

13.5 On the interview dates the HR Office will be responsible for ensuring that notices are displayed as appropriate, that appropriate personnel are notified, and that catering arrangements have been made.

13.6 The interview board will be requested to convene prior to the first interview with sufficient time given to consider marking allocation and interview format. Any amendments to the candidate appraisal form will be agreed by the Chairman and must be made prior to the first candidate being interviewed. The appraisal form will be in a standard format and criteria will be based on the person specification for the post.

13.7 When all interviews have been concluded the names of all candidates deemed to be suitable for appointment will be listed in order of merit on the board recommendation sheet, which will be signed by each member of the interview board. In the event that the interview board is chaired by the Presidents nominee, the order of merit document will additionally require the President's approval and signature

13.8 All appointable interviewees will be placed on a panel from which further vacancies arising in the same position will be filled until the panel's expiration. The interview board chairman will submit the board recommendation sheet, completed appraisal forms, applications and all notes taken by the interview board to the HR Office.

## **14.0 Appointment Procedures**

14.1 Interview Board recommendations will remain confidential and will not be divulged by any member of the Interview Board or by the HR Office until approved by the relevant authorised person/body. The recommendation(s) will be forwarded to the College President by the HR Office.

14.2 In respect of posts in Religion including Theology and Catechetics, Philosophy and Philosophy of Education the President will forward recommendations to the Trustees for consideration and approval prior to an appointment being made by *An tÚdarás Rialaithe*.

14.3 In respect of appointments to the posts of Vice President, Dean and Associate Vice President, the President will forward recommendations to *An tÚdarás Rialaithe* for consideration and approval.

14.4 A member of *An tÚdarás Rialaithe* who is related to a person who is a candidate for appointment by *An tÚdarás Rialaithe* as an employee of the College, shall disclose to *An tÚdarás Rialaithe* the fact of the relationship and its nature and shall, if *An tÚdarás Rialaithe* so decides, take no part in any deliberation or decision of *An tÚdarás Rialaithe* relating to the appointment, and the disclosure and decision shall be recorded in the minutes of *An tÚdarás Rialaithe*.



14.5 In respect of posts other than those listed at 14.2 and 14.3 the President will consider and approve interview board recommendations. The President will inform *An tÚdarás Rialaithe* of all such recommendations and appointments.

14.6 Once interview board recommendations are approved, the HR Office will inform candidates in writing of the outcome of the interview. Candidates will be informed that they have been successful and are being processed for appointment, subject to pre-appointment procedures, or that they have been placed on a panel, or that they have been unsuccessful.

14.7 In respect of candidates being processed for appointment, three references will be sought from the most recent employers who have first-hand knowledge of the candidate. References will be requested in a standard format. All references will be brought to the attention of the President. Where the references received are satisfactory the HR Office will initial same and place in a sealed envelope on the candidates personal file. Where the HR Office has concerns about a reference this should be brought to the attention of the President who will consider whether or not an offer of employment can be made to the candidate or where an offer has already been extended conditionally, if the offer will be rescinded.

14.8 Garda Vetting will be completed for all employees in accordance with the Colleges Garda Vetting practice.

14.9 Candidates for employment may be required to complete a pre-employment health assessment unless they are already employees of the College and have previously undergone a medical examination and have a satisfactory sick leave record. A nominated Occupational Health Physician/Nurse will furnish a report to the Director of H.R. regarding the candidate's fitness for employment. This report will be placed on the candidate's personal file. Where a medical examiner indicates that a candidate is not medically fit to take up a post this will be brought to the attention of the President who will consider whether or not an offer of employment can be made to the candidate or where an offer has already been extended conditionally, if the offer will be rescinded.

14.10 All offers of employment will be made subject to verification of qualifications, satisfactory completion of Garda vetting, receipt of satisfactory references and satisfactory health clearance, where applicable. The offer of employment will be made subject to satisfactory completion of a probation/review period. If the candidate does not respond within a specified time frame the offer of employment will be withdrawn. The candidate will be informed of this in writing.

14.11 Candidates will be notified of attendance arrangements for their first day of employment and arrangements will be made for them to attend staff induction. The Head of Department, the Finance Section and the Information Communication and Technology Office will be notified of the employee's commencement date. It is the responsibility of the Head of Department/line manager, to be available to and ensure the new employee is appropriately supported during their first week of employment or to nominate a suitable person to discharge this role.

## **15.0 Probation/Review**

15.1 Permanent appointments will be subject to a probationary period of 9 months unless the particulars of the competition indicate otherwise. Temporary appointments will be subject to a review period of up to 9 months depending on the duration of the contract.

15.2 Where an appointment is subject to satisfactory completion of a probationary/review period, the employee's performance will be monitored by the designated Head of Department/line manager. Any concerns with regard to performance will be brought to the employee's attention without delay and corrective measures, where appropriate, agreed. The Head of Department/line manager will be required to submit completed probation/review assessment forms to the HR Office at specified intervals on a timely basis.

15.3 The period of probation/review will be extended, where the employee has been absent on statutory leave or sick leave exceeding two continuous weeks. The period of extension will be equivalent to the period of absence.

15.4 Where probation/review assessment indicates that the employee's performance is not to the required standard and where corrective action has not brought about an improvement, the College President may extend the probationary/review period for a maximum of 3 months or determine that the employee's appointment should not be approved and that the employment should be terminated. The College reserves the right to terminate employment at any stage of the probationary/review period.

15.5 Where the probation/review assessment indicates that the employee's performance is of the required standard, the President will formally confirm the employee's appointment. This confirmation will be communicated in writing to the employee by the HR Office

## **17.0 Appendices**

17.1 Appointment Request Form

## Appendix 1



### APPOINTMENT REQUEST FORM

<b>Post Title</b>	
<b>Post Grade</b>	
<b>Location of Post</b>	
<b>FTE Value</b>	
<b>Reason for Request – e.g. retirement, new post etc.</b>	
<b>Type of Contract Requested – e.g. permanent, fixed term etc.</b>	
<b>Duration of contract</b>	
<b>Proposed Commencement date</b>	
<b>Salary Cost</b>	
<b>Is FTE approved under ECF?</b>	
<b>Source of post funding</b>	
<b>Can this post be filled through redeployment?</b>	
<b>Business Case supporting request attached</b>	<b>Yes or No</b>

**Request submitted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date Submitted to Executive Team:** \_\_\_\_\_

**Decision of Executive Team:** \_\_\_\_\_

**Date:** \_\_\_\_\_