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Institiúid Teicneolaíochta Leitir Ceanainn
Letterkenny Institute of Technology

Recruitment & Selection Policy

April 2018



Contents

1.	Introduction	1
2.	Aims of this Policy	1
3.	Scope	1
4.	Procedures	1
4.1	Identifying the hiring need.....	1
4.2	Approval to recruit	2
4.3	Job description/Person specification	2
4.4	Advertising	2
4.5	Screening and Shortlisting	2
4.6	Selection Boards	3
4.7	Confidentiality	3
4.8	Documentation	3
4.9	Recruitment and selection expenses	3
4.10	Interviews.....	3
4.11	Feedback	4
4.12	Offers of employment.....	4
4.13	Appointment	4
5.	Temporary and Acting Positions.....	4

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1. Introduction

Letterkenny Institute of Technology is committed to recruiting a high quality workforce with appropriate expertise and experience. Equality of opportunity is a core value of the Institute and recruitment and selection procedures have been designed to provide ways to assess and appoint the most capable and effective employees while ensuring that all individuals are treated with fairness and sensitivity. It is the Institute's policy to recruit the most appropriate person for each approved vacancy regardless of, gender, civil status, family status, sexual orientation, religion, age, disability, race, or membership of the traveller community.

The Human Resources (HR) Department will ensure the recruitment and selection process is clear and fully compliant with legislation and regulations. The department is available to provide advice and guidance at every stage of the recruitment and selection process.

2. Aims of this Policy

- To help to recruit the best people in a fair and efficient way
- To encourage good practice
- To ensure that the Institute offers equal opportunities to all job applicants
- To ensure there are consistent recruitment procedures throughout the Institute
- To offer guidance to those involved in recruitment and selection.

3. Scope

This policy will generally apply to all recruitment, with the exception of occasions where there is a requirement to provide immediate cover e.g. a lecturer absent on sick leave in the middle of a semester. In such circumstances it may be necessary to provide the cover without using the full procedures. The Governing Body has delegated the power to fill positions in such circumstances to the President. In these circumstances the person may only be recruited on a temporary basis and given no more than two fixed term contracts before the full selection procedures are used.

A modified procedure may be used for temporary/Acting positions to be filled from existing staff (see Section 5 below).

4. Procedures

The procedures governing the selection process were determined by the Minister for Education in 1994 and are available from the HR Office. These are being revised nationally.

4.1 Identifying the Hiring Need

Prior to commencing the recruitment process, the Head of Function should conduct a review of the need for the position and whether the work need may be met in other ways e.g. restructuring, outsourcing, redeployment/reassignment, overtime. If it is the view of the Head of Function that a position needs to be filled, an application (template available in HR) should be processed through the Resources Review Committee detailing the following:

- Title of post
- Department
- Number of Hours per week sought

- Source of Funding e.g. Self-Financing or Core
- Duration e.g. one semester, ongoing
- Reason if new e.g. new course, extra students
- Replacement reason e.g. retirement, sick leave.

4.2 *Approval to Recruit*

The Resources Review Committee makes a recommendation to the Executive Board regarding any request to fill a position. The President's approval is required before the recruitment process commences.

Where the need is short-term, for example covering sick leave or maternity leave, the relevant Head of Function may decide to fill the post, without the necessity of seeking the President's approval.

4.3 *Job description/Person specification*

The recruitment and selection process cannot commence until Human Resources receives an electronic copy of the job description, which outlines the key outcomes and activities to be undertaken. All Job Descriptions must be drafted by the hiring area using the approved template to ensure consistency across the Institute. Variations to the selection criteria contained within the position description cannot be made after the position has been advertised.

4.4 *Advertising*

All recruitment advertising must be arranged by Human Resources. The decision as to the appropriate medium will be taken by the Human Resources Manager in consultation with the relevant Head of Function. Other than in exceptional circumstances the advertisement will be placed at least two weeks before the closing date for receipt of applications.

National agreements exist in relation to the recruitment of administrative staff, which stipulate the manner of advertising and the field of competition.

4.5 *Screening and Shortlisting*

Applications will only be accepted on the official application form and in advance of the specified closing date. Screening and Shortlisting must occur as soon as possible after the date on which applications close. The ministerial regulations state:

"The President in consultation with the appropriate Head of Function, shall be responsible for the screening of all applicants to ensure that only candidates who appear to meet the requirements for the post are considered by the Selection Board."

If, after screening has been completed, shortlisting is necessary this will be carried out by the Head of Function in consultation with the Human Resources Manager.

Applicants not shortlisted will be notified by Human Resources as soon as possible, unless the selection panel requests otherwise.

4.6 Selection Boards

The Selection Boards will be comprised in accordance with the procedures decided by the Minister for Education and Skills. In addition to the minimum gender requirements specified by the Minister, the Institute will strive to ensure a balanced representation of genders. The selection board will seek to be objective and maintain equity and confidentiality of the recruitment and selection process at all times.

The Head of Function will have the responsibility of identifying and nominating to the President the external selection board members. Selection methods must be relevant to the position and may also include presentations, work samples, and performance tests.

As part of its preparation, the board will clarify the selection criteria to ensure a consistent understanding among board members.

4.7 Confidentiality

All information relating to recruitment, selection and appointment of employees will remain confidential to those involved in the formal process. Any personal information collected, stored, used or disclosed under this procedure will be managed in accordance with the Institute's Data Control policies.

4.8 Documentation

All recruitment and selection documentation, including notes made by Selection Board Members, must be returned to Human Resources for keeping. Such documentation will be retained for a period of two years.

4.9 Recruitment and Selection Expenses

The Head of Function participating on the selection board should ensure that any appropriate claim forms for expenses are fully completed by external members of the board.

4.10 Interviews

Interviews are generally a requirement of the selection process. Interviews must be structured in such a way to enable collection of sufficient evidence to confirm that the applicant(s) selected have the required skills, experience and motivation to carry out the role and also demonstrate a commitment to the values of the Institute.

The Selection Board will be provided with the following information:

- Guide on selection process
- A copy of the job advertisement
- The job description for the post
- A copy of all the application forms of those called for interview
- A Report on the Selection process detailing the screening and short listing process and the results
- Scoring sheets, and a report sheet to record the agreed outcome of the process.

The selection board should prepare the interview questions to ensure that agreed criteria may be properly evaluated. Usually supporting documentation, guidelines and templates are provided by Human Resources, which will assist the Selection Board in making a structured decision. After all interviews have been completed, the selection board must reach consensus on a recommendation.

Selection panels must be satisfied that the recommended candidate meets the selection criteria and is suitable for the position. It may also be appropriate NOT to recommend any of the candidates for appointment from the interview.

4.11 Feedback

Unsuccessful applicants should be dealt with courteously and sensitively and will receive prompt notification from Human Resources. Feedback to unsuccessful candidates will be given on request by the HR Office. Such feedback will be based on the evaluation forms agreed and signed by the selection board. Any requests for feedback should be directed to the HR Office.

4.12 Offers of Employment

Following the selection board's recommendation a provisional offer is made to the successful candidate, subject to the approval of the Governing Body and:

- Verification of the minimum requirements of qualifications specified in the job description
- Verification of satisfactory references including current employer
- Submission of birth certificate
- Satisfactory evidence of good health through a medical examination by a doctor nominated by the institute
- Acceptable completion of the Garda Vetting process.

Contracts of employment and updates to same are issued to new employees by Human Resources.

4.13 Appointment

The recommendation of the selection panel will be brought to the next meeting of the Governing Body for approval and implementation.

5. Temporary and Acting Positions

From time to time the Institute may have a need to create a temporary post related to a particular function or an Acting position to replace a member of staff, who is temporarily unable to carry out their normal role e.g. maternity leave, career break etc. Where there is a requirement to fill the role urgently this may be done by designation by the President, on the recommendation of the appropriate Head of Function, for a short period of time, usually no more than two months.

Alternatively, the position may be advertised either internally or externally depending on the available field of competition. If external, the full selection procedure will apply.

A foreshortened selection procedure may be used if it is intended to fill the role internally. The position will be advertised by internal email and left open for one week. Selection will be based on

interview by a selection board of two; the Head of Function (or nominee of the Head of Function) and the President (or nominee of the President).

Positions filled on a temporary or acting basis will relate to a specific purpose and in any event must be reviewed at a minimum annually, to establish if there is a continuing need for the temporary/acting arrangement or if a more permanent position is warranted.

Should it is determined that the position is open ended, then a public competition will be held and subject to the full selection procedures.





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