



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Office of the National Director of Human Resources
Health Service Executive
Dr. Steevens' Hospital
Dublin 8

Tel: (01) 635 2319
Fax: (01) 635 2486
E-mail: nationalhr@hse.ie

HSE HR Circular 15/2008

To : Each National Director, HSE
Each Assistant National Director, Human Resources
Each Assistant National Director, PCCC
Each Assistant National Director, NHO
Each Assistant National Director, Finance
Each Local Health Manager

27th May 2008

Re: Recruitment Reporting Requirements

As you may be aware, the HSE recruits staff under license from the Commission for Public Service (CPSA) Appointments which was established under the Public Service Management (Recruitment & Appointments) Act 2004. The Commission is responsible for regulating and monitoring all appointments made to the Health Service Executive.

A condition of the HSE's License is that the HSE provide regular statistical data relating to recruitment activity to the CPSA.

The data required by the CPSA is data in relation to all recruitment activity carried out in the HSE. The data is coordinated on a regional basis through the area recruitment managers office. It is the responsibility of all individuals carrying out recruitment activity to report on that activity in the required format. This relates to recruitment completed in the pillars as well as recruitment completed by the Area Recruitment Offices and HR Services.

The required data must be returned to your local Area Recruitment Office no later than 3 working days following the end of month. Area Recruitment Offices and HR Services must return data to the Recruitment Business Function on the 7th of Month.

Data must be returned in the correctly completed data template and on time in order for the HSE to comply with its legislative obligations.

The required template has been circulated widely and training has been provided to all areas. Further training will be provided if required.

Questions in relation to this circular should be addressed to;

Ms. Patricia Power, Business Manager – Recruitment Services (ph: 057 9357600 / email Patriciaa.power@hse.ie)

Yours sincerely,

A handwritten signature in black ink, appearing to read "Martin McDonald". The signature is written in a cursive style with a large, stylized initial 'M'.

Martin McDonald
National Director Human Resources