



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Appendix 2 to SOP R2002, 20th 2007

HEALTH SERVICE EXECUTIVE

Recruitment and Selection Procedures General

Submission of applications	<p>Applications must be made on the official forms. Completed application forms must be returned to the designated address no later than the time and date specified in the advertisement as the latest date for receiving completed application forms.</p> <p>Application forms received after the closing date will not be accepted. Candidates must ensure that applications are posted/e-mailed in sufficient time to guarantee arrival not later than the latest time stipulated for acceptance.</p> <p>The acceptance of an application form from a person desiring to be a candidate, or an invitation to attend for interview or any other selection method is not an admission by the organisation that the applicant possesses the prescribed qualifications or is not disqualified by law from holding the post.</p>
What you should expect from us	<p>The aim of the HSE's Recruitment Service is to provide you with a confidential service that is:</p> <ul style="list-style-type: none">• Professional• Courteous and considerate• Friendly and helpful <p>We strive to operate a prompt and efficient service that includes</p> <ul style="list-style-type: none">• Detailed information on vacancies and the recruitment and selection process• Timely acknowledgement and response to queries• Sufficient notice for all appointments• Clear, specific and meaningful feedback provided when requested by candidates. Detailed interview results to all candidates• Provision of specific requirements for candidates with disabilities.
What we expect from you in return	<p>Your satisfaction with our service is important to us. In order to fulfill our commitment to you, you can help us by:</p> <ul style="list-style-type: none">• Co-operating with us throughout the Recruitment and Selection process• Providing us with complete and accurate information within specified timeframes• Keeping all confirmed appointments• Notifying us of your inability to attend within a reasonable time scale• Candidates with disabilities should inform us of any specific requirements for interview. <p>As we appreciate feedback on our service, please feel welcome to give us your comments on your experience with the recruitment process.</p>

Change of candidates details	Any change of address since submitting your application form should be notified immediately in writing to the designated office and the title of the post(s) to which it refers clearly stated.
Expenses	Candidates are responsible for all expenses incurred in relation to their application for employment with the HSE.
Confidentiality	Applications will be treated in strict confidence, subject to the provisions of the Freedom of Information Acts 1997, the Data Protection Act 1988 & 2003, the Public Services Management (Recruitment & Appointments) Act 2004 and other provisions that have been identified in the published documentation.
Garda Clearance (Police Clearance) Obligation on candidates requested to complete the Official Garda Vetting Form Consequence of false, misleading or inaccurate information	<p>The HSE will carry out Garda Clearance on all new employees. New employees will not take up duty until the Garda Clearance process has been completed and the HSE is satisfied that such an appointment does not pose a risk to clients, service users and employees.</p> <p>All applicants will sign a detailed Standard Declaration which forms an integral part of their application form. <u>Candidates who apply using the on-line application form and application forms submitted by e-mail will be required to sign the Standard Declaration in person when they attend for interview.</u></p> <p>All candidates being processed for appointment will, on commencement of the clearance process, sign a Statutory Declaration and complete the Garda Vetting Form.</p> <p>Candidates being considered for appointments are obliged to complete the official Garda Vetting Form where they must disclose <u>any and all conviction(s) received</u>. This disclosure must include such offences as driving offences, non payment of a TV licence and public order offences, and includes the application of probation or community service.</p> <p>The HSE will refer to the Garda Siochana individuals who willfully submit, by omission or otherwise, false, misleading or inaccurate information in connection with their application for posts with the HSE or on the Garda Vetting Form as provided for under the Public Service Management (Recruitment and Appointments) Act 2004.</p>
Screening process	All applications will be screened for eligibility using the essential qualifications, experience and skills outlined in the Job Specification. Only those applicants who possess the required essential criteria will be progressed to the next stage of the selection process.
Shortlisting	Applicants may be shortlisted for interview based on <u>information supplied in the application form at the closing date or in other specified assessment process.</u>

	<p>Criteria for shortlisting are based on the requirements of the post as outlined in the post specific requirements, duties, skills, competencies and/or knowledge sections of the job specification and the information supplied in the competency based application form, if used.</p> <p>It is therefore very important that you think about your experience in light of those requirements and that you provide a detailed and accurate account of your qualifications/experience in your application.</p>
Assessment, tests and Preliminary interviews	The selection process may involve additional assessments, tests or preliminary interviews. Applicants will be notified of these additional stages if applicable.
Creation of panels	For some competitions a panel of successful candidates <u>may</u> be formed as a result of the interviews. Candidates who obtain a place on the panel and who fulfill the conditions of the selection process may, within the life of the panel, be considered for subsequent approved vacancies. The candidate who obtains first place on the panel will be the first candidate considered for a position, subject to satisfactory clearances, and so on in order of merit.
Interview	<p>Interviews are normally conducted by a three person board consisting of subject expert/s and management specialist/s. Credit will be awarded by the interview board to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the Job Specification and as stated by the candidate in their application form.</p> <p>The Interview Board will maintain an appropriate record of the interview in support of its subsequent recommendations.</p>
Notification of Interview and Non attendance at interview	Candidates will normally be given at least one weeks notice of interview. This time scale may be reduced in exceptional circumstances. Candidates who do not attend for interview or for any other essential test or assessment will be deemed to have withdrawn their application and will have no claim for consideration.
Result of interview	<p>Candidates will be notified of the result of their interview at the earliest possible date after interview.</p> <p>The recommendation of the interview board does not constitute a job offer as it is only one stage of the selection process. This selection process continues after interview and includes the clearance checks and validation of documents as outlined below.</p>

<p>Offer of employment</p>	<p>It should be noted that no offer of employment is made, or should be interpreted as having been made, until the HSE formally offers employment by way of a contract of employment.</p> <p>A person will not be appointed to a position until a signed contract is returned to the issuing office</p>
<p>Taking up appointment</p>	<p>Due to the nature of the service provided there is an onus on the HSE to ensure that successful candidates take up duty without undue delay. Consequently the following timescales have been set so as to minimise potential disruption of service to clients and service users;</p> <ul style="list-style-type: none"> • In the case of external recruitment candidates will be required to take up duty within 3 months of receipt of the formal offer of employment. • In the case of internal HSE recruitment the appointee must start in the new role within 6 weeks from the date of notification. <p>The HSE reserves the right to withdraw the offer of employment should appointees fail to meet these time frames.</p>
<p>Validation of qualifications, experience etc.</p>	<p>Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.</p>
<p>Pre-Employment Health Assessment</p>	<p>Candidates will be required to undergo a medical assessment or to complete a form declaring their health status. The result of the examination or declaration will be reviewed by the HSE's Occupational Health Service.</p>
<p>References</p>	<p>The HSE reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The HSE also reserves the right to determine the merit, appropriateness and relevance of such references and referees. <u>Please note: candidates are requested not to submit references with their application form.</u></p>
<p>Code of Practice and Review procedures in relation to the Recruitment and Selection process</p>	<p>Appointments to positions in the Health Service Executive are subject to the Codes of Practice published by the Commission for Public Service Appointments (CPSA). Details of the Code of Practice are available on line at www.cpsa-online.ie. The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis.</p>

	<p>The Code of Practice</p> <ul style="list-style-type: none"> • specifies the responsibilities placed on candidates who participate in recruitment campaigns. • outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, information for candidates".
<p>Data Protection Act, 1988 and 2003:</p>	<p>When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature.</p> <p>Such information held on computer is subject to the rights and obligations set out in the Data Protection Act, 1988 and 2003.</p> <p>Certain items of information, not specific to any individual, are extracted from computer records for general anonymous statistical purposes.</p>