



## Guidelines for Confined Recruitment- Selection and Appointments

This document is for Local Service Managers who are selecting staff for appointment from confined campaigns.

Managers are requested to read the document below and implement the actions for the appointment of staff from confined campaigns.

Stage	Action
<b>Pre Advertisement</b>	<ol style="list-style-type: none"> <li>1. Ensure that you keep all aspects of the appointments process confidential.</li> <li>2. Generate a job specification outlining the exact requirements of the role. Nationally agreed job specifications can be found on the HSE intranet at <a href="http://hsenet.hse.ie/Human_Resources/HRS/Recruitment/Job_Specification">http://hsenet.hse.ie/Human_Resources/HRS/Recruitment/Job_Specification</a>.</li> <li>3. Agree with local HR the exact confined pool that are entitled to apply for the role. Specify this clearly on the job specification and on the advertisement.</li> <li>4. Ideally you should generate a simple application form and request that applicants complete this (Appendix 1 attached). This means that you will receive the same standard of information from all candidates and will allow you examine them in a consistent manner.</li> <li>5. Familiarise yourself with legislation governing public service appointments and your responsibilities under these Acts (Appendix 2 attached outlines the following legislation in relation to your responsibilities): <ul style="list-style-type: none"> <li>• Public Service Management (Recruitment &amp; Appointments) Act 2004</li> <li>• Freedom of Information Act 1997 &amp; 2003</li> <li>• Employment Equality Act 1998 &amp; 2004</li> </ul> </li> </ol>
<b>Advertisement</b>	<p>Circulate advertisement to confined pool of applicants.</p> <ul style="list-style-type: none"> <li>• Ensure that all those in pool have an opportunity to view the advertisement including those on the various types of leave (for e.g. annual leave, maternity leave etc).</li> <li>• Clearly state the closing date and the excepted form of application (for e.g. a dedicated application form etc).</li> <li>• Specify a name and contact details for enquiries about the post.</li> </ul>
<b>Submission of applications</b>	<p>Allow for the confidential submission of applications i.e. dedicated inbox or to the Department Secretary.</p>
<b>Post closing date for applications.</b>	<ol style="list-style-type: none"> <li>1. All applications must 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 can be progressed to the next stage of the selection process.</li> <li>2. Inform those who applied if they are going are to be interviewed or not for the post.</li> <li>3. If you have not short listed any applicants inform them of the reason why they have not been shortlisted by giving clear, specific and meaningful feedback.</li> <li>4. Invite those to interview who have been shortlisted ensuring they have ample time to prepare for interview.</li> </ol>

<b>Preparing for interview</b>	<ol style="list-style-type: none"> <li>1. Interviews should normally be conducted by a three person board consisting of subject expert/s and management specialist/s. We recommend one interview board member is from outside the unit/ department.</li> <li>2. Prepare for interview by deciding what specific areas should be assessed at interview. The job specification will provide the basis for this as it outlines the requirements of the role. The most common areas to be examined at interview are: <ul style="list-style-type: none"> <li>• Experience and knowledge relevant to the role.</li> <li>• Planning and organising skills.</li> <li>• Team and leadership skills.</li> <li>• Commitment to providing a quality service.</li> <li>• Problem solving and decision making skills.</li> <li>• Communication and interpersonal skills.</li> </ul> </li> <li>3. Create an interview marking sheet based on the requirements of the role (see appendix 3 attached).</li> </ol>
<b>During the interview</b>	<ol style="list-style-type: none"> <li>1. Ensure the interview room used is quiet and will be undisturbed (put a sign on the door if you have no reception facilities).</li> <li>2. Ensure the room allows for the confidentiality and privacy of the interviewees to be maintained (for e.g. you could hold the interviews in a room of another department rather than your own office).</li> <li>3. Turn off bleeps and phones.</li> <li>4. Explain the interview process to the candidate (appendix 4 gives a suggested introduction speech).</li> <li>5. The Interview Board should maintain an appropriate record of the interview in support of its subsequent recommendations. One board member should take notes while others are asking questions.</li> <li>6. Ensure that the candidates are asked a similar range of questions to allow them to show their experience as it is relevant to the role.</li> <li>7. Record any extraordinary events.</li> <li>8. Allow for the candidate to make any comments at the end of the interview.</li> <li>9. Assess each candidate once they have completed the interview and record a meaningful comment on the marking sheet.</li> <li>10. Credit will be awarded by the interview board to candidates who demonstrate <b>at interview</b> that they possess the experience, competencies and skills listed in the Job Specification and as listed by the candidate in their application form. Once all interviews are completed you can re-assess all candidates and finalise their scores.</li> <li>11. Produce an order of merit.</li> <li>12. Pass on the notes, marking sheets and order of merit to the local HR department.</li> </ol>
<b>Post interview</b>	<ol style="list-style-type: none"> <li>1. Maintain the confidentiality of the appointments process and do not discuss the interviews or results with any other individuals outside the local HR Department.</li> <li>2. Agree with local HR if you or HR will inform the candidates of the result. Do not discuss the results with the successful candidate until all candidates have been informed. This can be sensitive time as team members will have competed against</li> </ol>

	<p>their own colleagues and it is important to be respectful of the disappointment an employee can feel when their colleague is successful and they are not.</p> <p>3. If an employee requests feedback engage with the employee as soon as possible to give them relevant, meaningful feedback about the interview and their performance.</p>
<b>Appointment to post</b>	<ol style="list-style-type: none"> <li>1. <i>SCREENING?- query what level of screening is needed to current employees</i></li> <li>2. Engage with HR regarding appointing the candidate to the new post. The candidate will be issued a letter by HR stating their new role, any financial benefits and the end date of the appointment.</li> <li>3. <i>OR DO THEY GET A REVISED CONTRACT</i></li> <li>4. Inform your team of the date of appointment and new role of the appointee.</li> </ol>
<b>Declaration of Understanding</b>	<p>Please sign and date below to indicate your understanding of your responsibilities under recruitment legislation and of the selection process for confined appointments.</p> <p>_____</p> <p>Signature and Date</p> <p>_____</p> <p>Print Name and Title</p>