Approval Process – Recruitment by Exception – Management/Admin Grade – May 2013

Step 1 – Vacancy/Post Identification – questions to be addressed at point closest to operations

Within Budget/ Financial Sustain-ability	Within Ceiling/end -year target	Redeployment/ Reorganisation/ reassignment/ additional hours	Suppression or leave vacant	Create capacity for new posts	Shared Services/ Outsource options?

Step 2 – Local Level – Service Manager/CEO Vol

Replacement Posts

Request to Hire Form B /A1

New Service Development Posts

Primary notifications re posts set out in NSPs

Request to Hire Form A /A1

Step 3 – National Director/RDO/ Gp CEO Recommendation and send to National Director of Human Resources

National Director/RDO or CEO Hospital Group

National Director approves Business case from Manager/CEO

Business case to accompany all requests to National Director

Step 4 - National Routing to PM&M–quality assurance/recording

PM&MI/ NEMU

Office of National Director of Human Resources

Business case must include:
• Grades and WTE values
• Link to critical/clinical need or primary notification of approval to recruit
• Why redeployment and/or reorganisation of work not possible
• **Budgetary compliance and sustainability into next financial year**
• Ceiling compliance/end-of-year target
• Suppression of other post(s)
• Any other relevant matters

Step 5 -National Director of Human Resources approval to recruit or otherwise

National Director/RDO or CEO Hospital Group

Step 6 – Recruitment – Send Request to Hire Form A/A1/B to recruitment service

NRS Manorhamilton/Recruitment in Vol Sector

via PAS if to be filled by wider Public Sector redeployment

or reassignment from outside of operational area/sector within health

Exception Reporting – 5th of each month to PM&MI/NEMU

NRS report monthly to ND of HR on recruitment activity

National Director/RDO/Group CEO included in monthly return on recruitment decisions to recruit by exception.