



etbi

Education and Training
Boards Ireland
*Boird Oideachais agus
Oiliúna Éireann*

RECRUITMENT

POLICY

*For all staff in
Education and
Training Boards
Ireland*

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I. INTRODUCTION

- 1.1 Education and Training Boards Ireland (ETBI) is committed to attracting, recruiting, developing, and retaining the highest calibre of staff to build a diversified, supportive, innovative, and inclusive workforce reflective of the wider community. ETBI aims to attract the best people who have the experience, knowledge, skills, abilities, and competencies to support ETBI's Strategy Statement.
- 1.2 ETBI supports equality of opportunity, diversity and inclusion and encourages underrepresented groups to make applications and accommodates candidates with a disability to apply for posts. Recruitment, selection, and appointment are conducted in compliance with the Employment Equality Acts 1998-2015 and ETBI's Equality, Diversity & Inclusion policy (HR033). These are the fundamental principles underpinning this policy
- 1.3 We are committed to implementing good practice in our recruitment, selection and appointment procedures that are free from inherent or potential bias, open and transparent, monitored, analysed, and reviewed periodically so that a strategic and professional approach is followed at all times.

2. SCOPE

- 2.1 This policy applies to all recruitment activities.
- 2.2 Advice and assistance on all aspects of recruitment are available from Human Resources.

3. DIVERSITY AND INCLUSION

- 3.1 ETBI is committed to equality of opportunity for all job applicants and selects those suitable for employment solely based on merit.
 - 3.2 ETBI ensures that persons involved in making employment-related decisions are aware of their responsibilities, equality, ETBI's policies, related procedures, and legal requirements.
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4. RECRUITMENT

4.1 Planning for Recruitment

4.1.1 Each recruitment campaign is underpinned by a robust planning process conducted prior to advertisement. The objective of good planning is to ensure that ETBI can give as much information as possible to potential candidates to support the recruitment process.

4.1.2 The information booklet is the main source of information and is the focus for candidates in understanding ETBI, the role itself, the experience, knowledge, skills, abilities and competencies required, the terms and conditions associated with the post, the application process and contact details for further information.

4.2 Recruitment and Advertising

4.2.1 ETBI advertises all vacancies to reach the broadest pool of applicants and we use various mediums to achieve this.

4.2.2 Candidates can apply for posts advertised by completing ETBI's online application form. Candidates are encouraged to ensure the information provided in their application clearly and fully describes how they satisfy the competencies as set out in the information booklet.

4.3 Shortlisting

4.3.1 ETBI applies a shortlisting process for all competitions. All applications are considered by the Directorate or line manager including Human Resources, who assesses information provided by each candidate in their application against the shortlisting criteria set out in the information booklet.

4.4 Selection methodologies

4.4.1 The primary method of selection in ETBI is through an interview process (which may include a presentation) carried out by a Selection Board of no less than three members with a gender-balanced composition. This can involve a two-stage interview process. The interview has two main purposes - to assess if the candidate

is suitable for the job and to give the candidate information about the job and ETBI. Every candidate should be offered the same opportunities to give the best of themselves, to demonstrate their suitability and to ask questions.

4.4.2 Interviews can be conducted online through Zoom or in person, at ETBI's discretion as ETBI is working a hybrid work approach.

4.5 Selection Boards

4.5.1 The Selection Board members will make a recommendation as to the most meritorious candidate following the interview and this will be approved by the General Secretary. ETBI supports the use of panels as part of its recruitment process.

4.5.2 The outcome of the interview will be notified to all candidates at the same time. The Selection Board members will not disclose the results of the interview to any person, as it is the responsibility of Human Resources to correspond with all candidates. Human Resources will retain all appropriate recruitment and selection documentation in accordance with the ETBI's Data Retention Policy.

4.6 Interview Feedback

4.6.1 Interview feedback is considered an important part of the recruitment process and will be constructive and helpful. Feedback is factual and accurate and relates to the candidate's overall application and performance at the interview. The interview notes will support the communication of the decision so that the applicant has sufficient clarity as to the decision made. Therefore, Human Resources will provide feedback to unsuccessful candidates if requested.

4.6.2 Candidates who would like to receive interview feedback must submit an email to Human Resources within two weeks of the date of their interview.

5. THE RIGHT OF APPEAL

5.1 ETBI provides for a candidate to appeal two key decisions within the recruitment and selection process 1) the Shortlisting decision and 2) the Selection Board decision. The Candidate Appeal Procedure is set out in Appendix 1.

6. APPOINTMENT

6.1 The General secretary approves all appointments. A conditional offer of employment may be made to the successful candidate(s) subject to submission and verification of required evidence of qualifications, professional experience, references, pre-employment medical, and Garda Vetting (when required for the role).

6.2 No appointment will be made unless Human Resources verify a candidate's academic qualifications and/or evidence of professional experience required for the role. In this regard, where a qualification and/or professional experience is an essential criterion, candidates are required to provide original parchment. The cost incurred by an applicant for requesting an academic transcript will not be covered by ETBI. ETBI reserves the right to verify documentation with the relevant bodies/employers.

6.3 Work References

Two work references are required. ETBI reserves the right to contact referees directly.

6.4 Pre-Employment Medical

ETBI require candidates to undertake a pre-employment medical questionnaire online with an Occupational Health Physician. Normally pre-employment medicals questionnaire are required for positions with a duration of one year or more. The primary purpose of pre-employment medical questionnaires is to assess an individual's fitness for a particular position or occupation regarding the requirements for that post. ETBI makes reasonable accommodations for candidates with a disability.

6.5 Garda Vetting

Garda vetting will be required for some posts as advertised in the information booklet.

6.6 Terms and Conditions of Employment/ Contract of Employment.

All successful candidates are required to sign and accept the Terms and Conditions of Employment / Contract of Employment and return these documents to Human Resources prior to taking up duty in ETBI. There is no exception to this condition.

7. EMPLOYMENT OF NON-EEA NATIONALS

- 7.1 ETBI complies with legislation regarding the employment of both prospective and existing staff who require a work permit.

8. DATA PROTECTION

- 8.1 Personal data collected through the recruitment process will include a candidate's personal information, their suitability for specific roles and the notes and commentary recorded by the Selection Board to inform their decision regarding those selected for an interview. The data collection complies with national and EU ethics and legal requirements. This data is required to address the objectives that ETBI has set to ensure that its recruitment, selection and appointment processes are fair and transparent, encourage applications, and remove barriers for underrepresented groups. The data is used to:
- Monitor applications with reference to the grounds of discrimination.
 - Understand, through analysis of data, the profile of applicants to ETBI.

9. MONITORING

- 9.1 To ensure good practice and compliance are embedded in ETBI's recruitment, selection and appointment processes, a range of internal and external monitoring activities are carried out.

10. QUERIES

- 10.1 If there are any further queries, please contact the HR Department.
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APPENDIX I

Candidate Appeal Procedure

1. A candidate may appeal two key decisions within the recruitment and selection process
1) Shortlisting decision and 2) Selection Board decision on the grounds of an alleged process and/or procedural flaw.
 2. If a candidate wishes to appeal either a shortlisting decision or a Selection Board decision, they must do so within **5 working days** of the date upon which written notification to the unsuccessful candidate is issued by completing the Appeal Form below. Completed forms should be sent to HR/IR Governance Officer in ETBI.
 3. The completed Appeal Form must clearly state the alleged process and/or procedural flaw.
 4. The candidate is responsible for ensuring that the submission of the completed Appeal Form is within the prescribed time limit. If emailed, the date on the email will be considered the date of receipt. If delivered by hand, or posted, the date received stamp will be considered the date of receipt.
 5. Within **2 working days** of its receipt, HR/IR Governance Officer will evaluate the grounds of the appeal. If grounds for an appeal are not established, HR/IR Governance Officer will notify the candidate in writing and no further action will be taken by ETBI.
 6. If it appears that there may be grounds for an appeal relating to the shortlisting process, then the HR/IR Governance Officer will investigate the complaint further with the relevant Director in the section. If having reviewed the candidate's application, the relevant Director together with the other selection board members recommends a reversal of the original decision then the candidate will be included in the shortlist. This must be done within **4 working days** of the date upon which the Appeal Form is received by HR/IR Governance Officer. There is no further right of appeal to a shortlisting decision.
 7. If it appears that there may be grounds for an appeal relating to the interview process, the recruitment process will be paused until the appeal process concludes. The following arrangements will apply:
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- i) HR/IR Governance Officer will investigate the complaint further and will make a recommendation to the General Secretary.
 - ii) Where appropriate an appeal hearing will be arranged and will include the following information:
 - Appeal Form
 - Application Form for both the candidate and proposed appointee (where appropriate)
 - Candidate Brief
 - Shortlisting Report
 - interview questions, including panel notes for both the candidate and proposed appointee (where appropriate)
 - Interview Evaluation Form for both the candidate and proposed appointee (where appropriate)
 - relevant policies, procedures, and guidelines that guided the Selection Board in their decision
 - any other relevant information
8. The Appeal Hearing should take place within **10 working days** of the initial review of the application.
 9. Regardless of the level of the post in question, the Appeals Panel will comprise of two members of the Executive Leadership Team (ELT) and the nominees will be provided by the General Secretary.
 10. The Appeals Panel will review copies of all documents provided as well as the relevant procedural guidelines to determine whether an error occurred in the implementation of the recruitment procedures.
 11. The candidate must be present at the Appeal Hearing and will be given the opportunity to explain their reason(s) for the appeal. An internal candidate may be accompanied at the hearing by a work colleague from ETBI. If the appeal is made by an external candidate, they may be accompanied by one person.
 12. The Appeals Panel may ask for the attendance of the relevant Director of the Selection Board, to seek clarity or further detail about decisions made during the recruitment process. If the Appeal Panel considers it necessary, they may invite other ETBI personnel to attend the meeting.
 13. The Appeal will be upheld if it is concluded by the Panel that there was both an error in the implementation of the recruitment procedures **and** that this error adversely affected
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the candidate's opportunity for appointment or promotion. The Appeals Panel will decide on the measures necessary to remedy an error in the process on a case-by-case basis.

14. Within 3 working days of completing the hearing, the Appeals Panel will prepare a written report of the findings i.e. upheld or not upheld, including the reasons for the decision, and will provide it to the candidate and the relevant Director of the Selection Board.
 15. There is no further right of appeal to the decision of the Appeals Panel.
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Candidate Appeal Form

- This form is to be completed in line with ETBI's Recruitment, Selection and Appointment policy and specifically Appendix 1 Candidate Appeal Procedure.
- Please submit this completed application form to **HR/IR Governance Officer**

1. Competition Details

Post Reference: _____

Post Title: _____

2. Candidate Details

Name: _____ Telephone: _____

Email: _____

1. Grounds for Appeal

Please complete the table below with specific details of the grounds for appeal.

Alleged process and/or procedural flaw(s)	Give Specific Details here:
1.	1.
2.	2.
3.	3.

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Signed: _____ Date: _____

FOR HUMAN RESOURCES USE ONLY

Date received: _____

Signed: _____

(HR/IR Governance Officer)