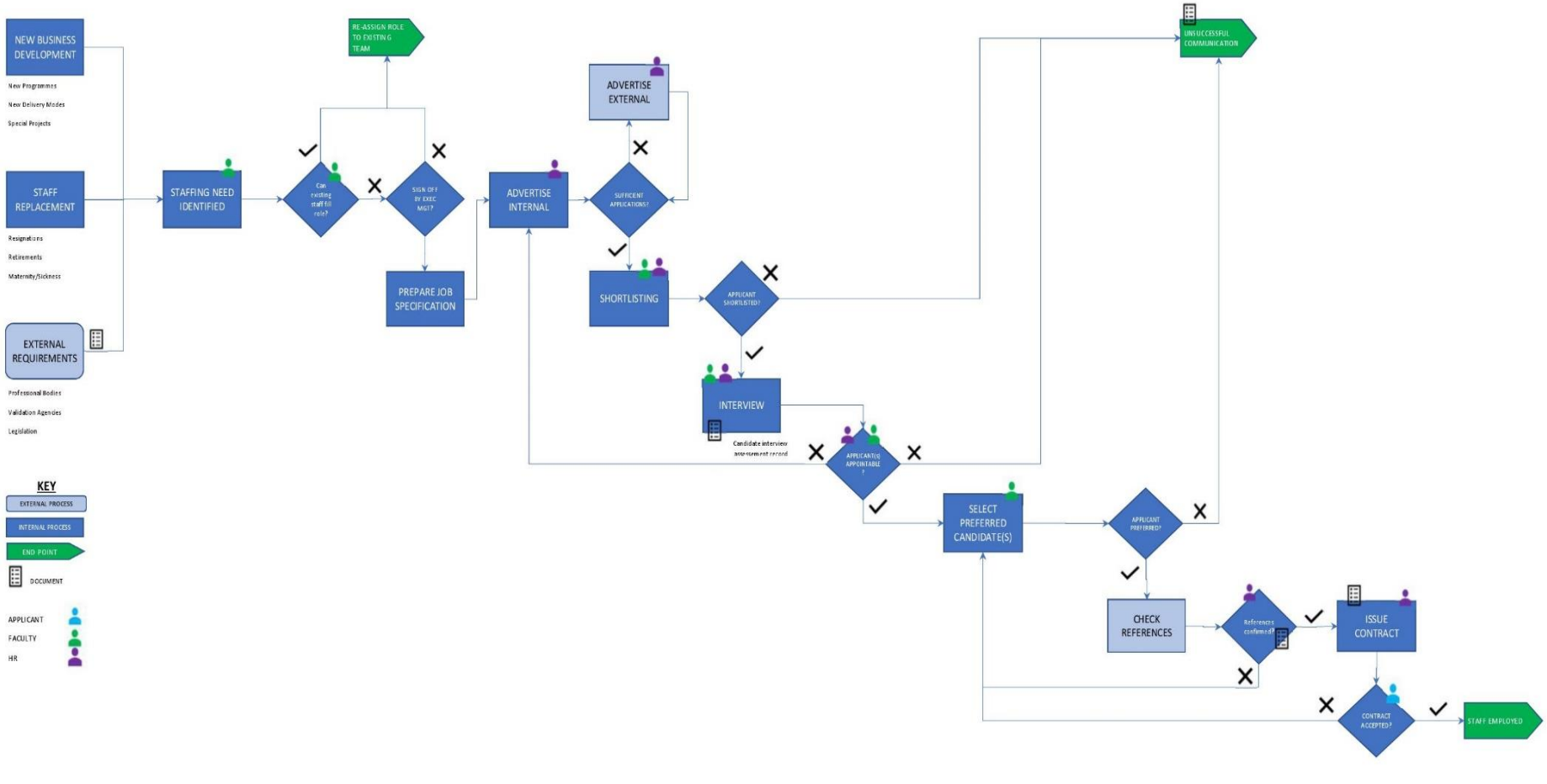
#	POLICY TITLE:	POLICY AREA:	VERSION:	DATE ADOPTED
ST NICHOLAS MONTESSORI	**4.1 STAFF RECRUIRMENT AND APPOINTMENT**	4) STAFF RECRUITMENT, MANAGEMENT AND DEVELOPMENT	3.0	AUGUST 2020



Introduction and Context

The objective of this policy is to outline the selection and appointment procedure for Lecturing/Administration staff. The aims of this policy are:

- To seek to ensure that, as a result of the consistent application of its selection and appointment procedures, the best candidate for a position is appointed
- To ensure that the College recruitment procedures are compliant with equality, freedom of information and other relevant employment legislation currently in force

Scope

This procedure applies to the selection and appointment of lecturing and Administrative Staff across the College.

Full-Time Staff Recruitment and Appointment Procedure	**Person/s Responsible**	**Records generated to ensure evidence of follow through**
Needs Analysis - Prior to initiating the recruitment process, a staffing need must be identified. This may result from the need to replace members of staff who have left or are leaving, new programmes or extension of existing programmes or from the requirements of external agencies. The need to recruit new staff will be identified by the appropriate line manager and confirmed by the CEO (H.R. Manager), following confirmation that the position is in fact a necessary hire.	**Line Manager** **H.R. Manager**	**New Staff request form (FQA 4.1A: Staff Request Form)**
Recruitment sign off - The decision to initiate a recruitment process must be signed off by the CEO.	**CEO**	**Signed new staff request form**
Job Specification - If it is agreed that the position is to be filled and agreement has been secured from the CEO, the line manager, with the assistance of CEO will first agree a job specification. At a minimum, the job specification will normally include: - Information regarding the position, such as title, department, reporting relationship - A broad statement of the purpose / objective of the role - An overview of the organisational environment - A list of the principal duties and responsibilities - The selection criteria / person specification (both essential and desirable) A precis of the above minimum information will also be included in the job advertisement which the CEO (HR) will then post in relevant media, first internally and then externally	**CEO** **Line Manager** **H.R. Manager**	**Job description and job adverts that generate a high volume of applications**
Shortlisting	**Line Manager**	**List of shortlisted and**

HR reviews applications and, in conjunction with the recruiter, shortlists candidates for a first interview1. The short-listing process consists of: - Reading each application and rating individual applicants according to the essential and desirable selection criteria - Noting additional information required either before or at the interview - Noting briefly the reasons for not short-listing each unsuccessful applicant Those involved in the process of short-listing applicants should avoid: - Making negative assumptions or decisions on the basis of perceived over-qualification or, conversely, giving positive advantage to an applicant with qualifications above the stated requirement - Making negative assumptions about overseas qualifications with which they are unfamiliar - Recommending for interview any applicant, whether internal or external, who does not meet the essential criteria - Predetermining the number of applicants to be interviewed - Selecting candidates in a manner that could be construed as unfair discrimination under equality legislation HR contacts the short-listed candidates for an interview and informs them of the format of the interview process. In addition to the interview, the applicant may be asked to give a brief presentation or complete an assessment of a particular skill etc. This process shall be administered by the HR Department Candidates who are not short-listed will be informed of this decision at the end of the recruitment process.	**H.R. Manager**	**not shortlisted candidates with clear justifications for the decisions**
Interview and Selection Normally the interview shall be serviced by an interview panel consisting of the HR Manager and the line manager. The interview panel shall: - Ask the same questions to all candidates interviewed	**Line Manager** **H.R. Manager**	**Interview assessment forms which clearly identify how candidates met or did**

1 Should none of the applications received fulfill the essential criteria, HR and the recruiter will consider whether or not the job specification should be reviewed prior to re-advertising the position

- Base their questions on the selection criteria as specified in the position description and focus on the skills, experience and knowledge required for the job - Independently assess candidates immediately after the interview (See FQA 4.1 B Interview Assessment Form.) - Identify those candidates who are hireable and, if more than one such candidate, rank those candidates according to their overall alignment with the selection criteria and their performance at interview.		**not meet the selection criteria.** **Forms must also indicate whether or not the candidate is hireable.**
References and conditional offer The H.R. Manager initiate the checking of references and verification of qualifications of the preferred candidate(s) where necessary. At least two verbal references shall normally be sought. Concurrently the preferred candidate shall provisionally be offered the position, normally within ten working days of the interview.	**H.R. Manager**	**Record of reference checks and qualifications checks where appropriate.**
Contract If the HR Manager and the line manager are satisfied with the candidate's references the candidate shall be informed and two copies of the contract shall be issued2, one for signature and return and one for the candidate's files, along with relevant College staff information. Terms and conditions will be negotiated by the H.R. Manager.	**H.R. Manager**	**Signed contract**
Failure to Contract If the HR Department and the recruiter are not satisfied with the candidate's references and/or the candidate does not agree to the terms and conditions in the contract of employment, HR shall communicate this to the candidate and the offer shall be withdrawn. HR shall then apply the procedures set out in section 6 and 7 to the next most suitable candidate, continuing this process until a suitable candidate is found. If, having exhausted all of the hireable candidates identified in section 5 above, a suitable candidate has not been identified, the HR Department and the line manager shall determine a suitable programme of action which may include advertising the position for a second time.	**H.R. Manager**	
Unsuccessful communications		**Record of unsuccessful**

2 In the exceptional event that a contract is issued prior to checking references it shall always state clearly that the position is offered "pending references deemed satisfactory by the College".

Unsuccessful applicants shall normally be contacted by the HR Department within ten working days of attending the interview, but not until the references of the chosen candidate have been checked and found to be satisfactory. All candidates not shortlisted for interview will also be contacted at this time. Where candidates ask for feedback, the H.R. Manager will provide that feedback verbally and will provide a copy of the interview assessment form if so requested by the applicant. Hireable and not contracted candidates will be asked for permission to keep their details on file for a period not exceeding 12 months.		**communications.**

Policy Control Sheet

Policy	**QA 4.1 Full-Time Staff Recruitment and Appointment**
Version	**3.0**
Adopted/Effective	August 2020
Supersedes	2.0
Monitoring/Next Review Date	Every Two Years/July 2022
Responsible Officer(s) **Designated Reviewer(s)**	CEO
Scope	Programme Management

References

SNMCI Policy area	**4) Staff Recruitment, Management and Development QA Vol 2**
Developed with reference to	QQI (2016) *Core Statutory Quality Assurance Guidelines* QQI (2016) *Statutory Quality Assurance Guidelines developed for Independent/Private Providers coming to QQI on a Voluntary Basis* *Standards and Guidelines for Quality Assurance in the European Higher Education Area* (ESG), May 2015
Related SNMCI Policies / Forms	FQA 4.1 A: Staff Request Form; FQA 4.2 B: Staff Interview Form

Revision

Revision Number	**Revision Description**	**Originator**	**Approved By**
2 8/2020	Review for Blended Learning	Office DQAA	AB