



# GRIFFITH COLLEGE

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# GRIFFITH COLLEGE

## HR RECRUITMENT AND SELECTION POLICY

### 1 POLICY STATEMENT

Griffith College is committed to the recruitment of the highest calibre of staff, who will provide the best quality service and enable the achievement of the objectives of the College. The College recognises that employees contribute significantly to its success.

Griffith College is committed to supporting equality, diversity and inclusion (EDI) for all staff and learners in every area of their campus experience. We value equality, diversity and inclusion in all aspects of the College's activities, and across each of its constituent campuses, as a significant contribution to good governance, providing a positive learner and staff experience for all.

### 2 GENERAL STATEMENT

This policy applies to all permanent and temporary staff.

### 3 FUNCTION OF HUMAN RESOURCES DEPARTMENT

3.1 The HR Department will ensure that the most up to date employment practices are used throughout the College to ensure equity and non-discrimination.

3.2 The HR Department will provide support and advice to Managers to assist them in discharging their responsibilities to:

- prepare and write job descriptions, person specifications and the selection criteria to be used to select candidates
- the job description records information on all component parts of the job, including reporting relationship and essential/desirable requirements.
- acquire the necessary interviewing skills and techniques and to understand the recruitment/interview process in order to ensure that only appropriate, job-related questions are asked of interviewees.
- take interview notes and keep an appropriate standard of records for each candidate.



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### 4 REQUESTING VACANCY

4.1 Each Head of Faculty/Department is responsible for operating within the approved establishment of staff for his/her area and to determine the need to fill a vacancy. The filling of all vacancies must be agreed, in advance, at a Management Board meeting.

4.2 Replacement/Additional posts: When a vacancy arises for an existing approved post or when a need is identified for an additional post, the Head of Faculty/Department must review with the appropriate Director (or Line Manager). Once the replacement/ additional posts are approved by the relevant Director (or the Line Manager) a request should be sent to HR on Tuesday afternoons before 4 pm using the Staff Requisition Form that is set out in Appendix 1. The HR Department may forward the request to Management Board or defer the request to a future Management Board meeting or may query, evaluate, modify the request as appropriate

4.3 To protect privacy, the Staff Requisition Form may or not include details of the proposed salary package – HR will follow their guidelines in this respect.

4.4 If the recruitment of a new staff member is supported by the Director with responsibility for that department / faculty, it will be raised as an agenda item at the Management Board meeting. The Management Board will review the position and ensure that funding is available.

4.5 If Management Board approval is received, the HR Department will be requested to commence the recruitment process.

4.6 All recruitment must be co-ordinated through the HR Department.

### 5 JOB POSTING AND ADVERTISING

5.1 The HR Department is responsible for co-ordinating all job advertisement both internal and external. All recruitment advertisements will be posted on the Careers Service section of the College website and an internal email sent to 'all users' in Griffith College (Dublin, Cork, Limerick). The Careers Service section of the College website should be updated by the HR Department within one week of the post being filled.

5.2 When requesting that a job be advertised the HR Department will consider the best jobs boards to ensure the College has suitable candidates from which to select.



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### 6 COMPOSITION OF INTERVIEW PANEL

6.1 To fulfil the aim of the interview panel, its composition must reflect the interests of the Faculty/Department involved and other associated interests in the College.

6.2 It is recommended that the interview panel be kept as small as possible (even for the most complex positions) and should not, if at all possible, exceed three. A representative from the HR Department should be on the Interview Panel, if available.

6.4 The interview panel is convened under the Chair who along with the representative of the HR Department (if present), is responsible to ensure the interview and selection process is fair and equitable to all candidates.

### 7 SELECTION PROCESS

7.1 After a period of advertisement, the HR Department will shortlist a number of applications having regard to the job specification and selection criteria. This involves reviewing the applications and selecting those who will be considered for next steps.

7.2 All applications successful at shortlisting will be reviewed by the Head of Faculty/Department who will select the approved candidates for a phone screening and who make nominate others to participate in the screening and interview processes.

7.3 The HR Department is responsible for contacting the approved candidates to provide initial information of the position and to proceed with the phone screening. The unsuccessful candidates are to be notified as soon as possible by the HR Department.

7.4 The interview stage will include all candidates who successfully complete the phone screening process as determined by the HR Department and the nominated member(s) of the Faculty/Department. This stage consists of online interviews with the selected candidates, a member of the HR Department and the nominated member(s) of the Faculty/Department. Candidates who are successful in the online interview will be offered in-person interview with a member of the HR Department and the Head of Faculty/Department.

7.5 Additional testing may be required for specific roles. Any additional tests will be directly related to the role and will be measured against appropriate and objective requirements included in the selection criteria. Candidates who have applied for teaching positions who are approved in the



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online interview must undergo a 'mock lecture' during the selection process. Guidelines will be given to the candidate in advance by the HR Department.

7.6 After the selection process is completed the interview panel will decide which successful candidate will be offered the position. When there is no successful candidate the selection process must be recommenced.

7.7 Candidates who are not successful will be advised in writing as soon as possible by the HR Department, usually not earlier than acceptance by the successful candidate of an offer of the post. This will allow the appointment to be made to the next most suitable candidate should the preferred candidate decline the offer.

## 8 COMPETITION FILES

In respect of each competition HR keeps the following records for a minimum of 12 months in accordance with the College's GDPR and other legal obligations:

- job description
- phone screening form
- interview questions and notes

The deletion or disposal of the records will be monitored periodically and any hard copy records that are older than 12 months may be destroyed by shredding.

## 9 REFERENCE CHECK

9.1 Reference checking is an important part of the assessment process as it helps validate information already received, gives an assessment of previous performance and indication of suitability and future potential.

9.2 The HR representative will contact the successful candidate to inform that any offer of employment that has been or will be made is strictly subject to satisfactory references being obtained. The successful candidate will be informed that the College will contact their referees. Once the candidate has given their permission to contact the referees, the HR representative shall do so. It is the College's policy that a minimum of two satisfactory references (as determined by the College at its discretion) are received. These references must be completed on a Griffith College reference form by the referee or, alternatively, as determined by the College at its discretion, a detailed record of a phone reference stating the name of the referee and the name of the HR



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Representative who carried out the phone reference conversation. All references will be placed in the employee's HR file.

### 10 OFFERS OF EMPLOYMENT

Following receipt of two satisfactory references and a work permit, where applicable, the successful candidate is informed by the HR Department that they have been successful and will be offered the position in writing.

### 11 WORK PERMITS

Employment with the College is strictly subject to the relevant person being permitted to work in Ireland and being permitted to fulfil all of the duties of the position being offered to them (including the applicable hours of work per week).

In general, non-EEA nationals must have a permit or visa (as applicable) to work in Ireland. Generally, EEA, UK and Swiss nationals do not need an employment permit or visa (as applicable). The EEA (European Economic Area) consists of the EU member states together with Norway, Iceland and Liechtenstein.

Details of the types of work permit or visa that are available can be found at the following weblinks:

<https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/>

<https://www.irishimmigration.ie/my-situation-has-changed-since-i-arrived-in-ireland/labour-market-access-permission/>

<https://enterprise.gov.ie/en/publications/employment-rights-in-ireland-information-for-ukrainian-nationals.html>



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### 12 CONTRACTS OF EMPLOYMENT

The Contract of Employment is prepared and provided by the HR Department to the successful candidate after they formally accept the offer, and the references check are satisfactory.

Details of their package, annual leave days, notice period must be in line with the Colleges guidelines and policies on same.

A copy of the contract signed by two Directors of the College and the successful candidate must be saved on the employee HR file located on “I” drive.

### 13 PLACEMENT, INDUCTION AND FOLLOW-UP

All permanent appointments are made subject to a probationary period of 6 (six) months. All temporary positions are made subject to an assessment period as determined by the Head of Faculty/Department. During this period progress or otherwise must be monitored at regular intervals. See the College Probation Policy.

### 14 HR FILES

All employees have an HR file created on “I” drive. Access to an employee’s HR file is strictly controlled and limited only to those who need to see it in the course of their duties.

The employee’s HR and payroll files contain the following information at the end of the Recruitment and Selection process:

- contract signed by the College and the employee;
- If applicable, a copy of the employee’s work permit or visa;
- If applicable, evidence of the employee’s qualifications;
- written references from previous employers or referees, or record of phone reference referred to in 8.2 above; and
- information and documentation required to process payments to the employee



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### 15 REVIEW OF POLICY

The College reserves the right to review, update, amend, replace or delete this policy. It will be reviewed on an ongoing basis, and it is the responsibility of each employee to ensure that he/she keeps himself/herself up to date.





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## HR RECRUITMENT AND SELECTION POLICY APPENDIX 1

### STAFF REQUISITION FORM

The Staff requisition form can be found under Managers file tab in Bamboo HR.

### NEW Staffing Requisition Form

<i>Department</i>	
<i>Role</i>	
<i>Replacing</i>	
<i>Reporting to</i>	
<i>Requested by</i>	
<i>Proposed start date</i>	
<i>Proposed length of contract</i>	
<i>Proposed salary</i>	
<i>Justification for appointment</i>	
<i>Total salary</i>	
<i>Additional costs</i>	



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<i>Time/leave records for all staff in department have been supplied</i>	N/A <input type="radio"/> Yes <input type="radio"/> No
<i>Job description attached</i>	N/A <input checked="" type="radio"/> Yes (see below) <input type="radio"/> No
<i>Personal/skillset specification attached</i>	N/A <input type="radio"/> Yes <input type="radio"/> No
<i>HR comment</i>	
<i>MB approval</i>	
<i>Signature</i>	