

## Document Control

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## **1.0 PURPOSE**

Sunbeam House Service recognises that effective human resource management practices are key to delivering the vision of client centred care. This policy provides a clear framework for a fair and effective system of recruitment and selection.

Sunbeam House Services is committed to ensuring the recruitment, selection and retention of appropriately qualified and experienced staff in the most efficient and effective way. This will be achieved by developing existing staff to enable them to take on new roles and by recruiting staff from outside the organisation. By following this policy and procedure, in addition to fulfilling employment law requirements Sunbeam House Services will ensure that it continues to uphold its commitment to equal opportunities.

## **1.0 POLICY**

Sunbeam House Services is committed to:

- Promoting Sunbeam House as an employer of choice
- Ensuring that the recruitment and selection procedure promotes a positive image of the organisation
- Recruiting skilled people to enable SHS to achieve its aims and objectives
- Promoting objective, fair and transparent recruitment practices throughout the organisation
- Ensuring that selection decisions are based on objective and justifiable reasons
- Ensuring recruitment methods are cost effective and efficient

## **2.0 SCOPE OF THE POLICY**

This policy relates to the recruitment of all employees to Sunbeam House Services. It covers from when a vacancy is notified to the Human Resources Department to when the new employee commences working with SHS including:

- Notification of a Vacancy
- Application Process
- Shortlisting Process
- Interviewing process
- Post interview screening
- Post interview administration
- Garda Vetting & Reference Checking

## **3.0 AIM OF THIS POLICY**

The aim of this policy is to outline SHS's recruitment and selection policy, process and procedures and to ensure that all those who are involved are aware of their roles and responsibilities.

## **4.0 ROLES AND RESPONSIBILITIES**

### **4.1 ROLE OF THE ORGANISATION**

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To ensure that the policy and procedure is followed.

#### **4.2 ROLE OF THE APPLICANT**

As part of the recruitment process all applicants employed in any capacity will be required to complete the following information:

- An application form (for internal staff only requested if most recent application form is more than 12 months old, we may also request an up to date CV)
- Garda Vetting Form

And will be subject to the following checks:

- Three satisfactory reference checks (One must be most recent employer)
- Professional Registration check (if applicable to the post)
- Garda Vetting check
- Eligibility to work in the Ireland
- Qualification validation check (if applicable to the post)

#### **4.3 ROLE OF THE CLIENT SERVICES MANAGER**

Client Services Managers are responsible for ensuring that the recruitment process is followed effectively and operates within the context of the legal framework, in line with the recruitment practice. Client Services Managers will ensure that they are familiar with and comply with the process as follows:

- Ensure financial authorisation has been sought for the position
- Plan for changing staff needs to minimise service disruption
- Complete a Vacancy Analysis form seeking input from the service users to identify the skills and expertise required for the area of work
- Review Job Description and Person Specification
- Ensure that the process observes the principles of equal opportunities

#### **4.4 ROLE OF HUMAN RESOURCES (HR)**

The HR team will provide administration for the recruitment and selection process and ensure full compliance in all areas of the recruitment practice.

### **5.0 RECRUITMENT AND SELECTION PROCESS**

#### **5.1 IDENTIFICATION OF VACANCY/NEW POST**

Existing vacancies arise as a result of staff leaving, internal promotions or transfers. Client Services Managers (CSM) complete a [Vacancy Analysis form](#) in consultation with Service users which is used by HR to record/track locations staffing requirements. New posts are identified via Service Development approved funded posts and also through Personal Outcomes Service Deficit forms.

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## **5.2 REVIEW /CREATION OF JOB DESCRIPTIONS & PERSON SPECIFICATIONS**

The job description may be reviewed/developed for the position and this will define the functions and responsibilities of the role and the specific conditions pertaining to it.

## **5.3 ADVERTISEMENT**

The HR Department drafts adverts in accordance with agreed Job Description and Person Specification criteria. Positions may be advertised internally only or both internally and externally.

Internal adverts are circulated to all SHS locations via company email.

All external adverts may be placed on monster.ie, active link and various recruitment websites, other means may be used for advertising e.g. newspapers and are not limited to those stated above. Some external adverts are also placed in community locations and on college websites.

Staff absent on long term sick leave, maternity leave etc. are notified in writing by HR of any vacancies that may be of relevance to them.

## **5.4 PROCESSING ENQUIRIES & APPLICATIONS RECEIVED**

The HR Department will respond to all enquiries relating to vacant posts advertised. An application form, job description, person specifications and details of SHS's website are sent to candidates by email if they are shortlisted for interview.

## **5.5 SHORTLISTING OF APPLICANTS**

All applications received are shortlisted, based on criteria as outlined in the advertisement, Job Description and Person Specification. In general the Senior Services Manager/Client Services Manager and HR are involved in the shortlisting process. On occasion where it is deemed necessary to have an external representative on the interview panel – the external interview panel member may be involved in the shortlisting process. A record is kept of the shortlisting process. Applicants not shortlisted for interview will be notified in writing by the HR Department.

Where possible, shortlisted candidates will be given prior notification of an interview date. Candidates shortlisted for interview are required to bring with them to interview, originals and copies of all relevant certificates and qualifications, as well as a copy of passport or driver's licence as proof of identification.

## **5.6 RECRUITMENT**

Recruitment methods, documentation and all associated publicity material will contain nothing of a discriminatory nature and will encourage applications from all potential candidates.

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All aspects of recruitment and selection process (job description and person specification; advertising; application forms; shortlisting; interviewing; pre-employment medical assessment) will be based on the principle of assessing the skills, qualities and attributes of applicants against those which have been determined to be required for effective performance of the job without regard to any of the nine grounds under the Employment Equality Acts 1998 - 2011 – ***Gender, Civil Status, Family status, Sexual Orientation, Disability, Religion, Age, Race, Membership of travelling community.***

SHS will recruit people to vacant positions as soon as possible following the identification of an impending vacancy and the approval to fill same.

The closing date for receipt of applications will be determined for all positions advertised and will be stated on advert.

## **5.7 SELECTION**

The selection process will always involve an interview but may also include meetings with service users, and Client Services Managers, group exercises with service users and/or other suitable methods of selection.

Interviews will be held within a timely manner following the closing date for applications.

The interview panel will be a minimum of two people which may be a representative from the HR Department, a Senior Services Manager (SSM) and/or Client Services Manager (CSM). On occasion an external interviewer may form part of the interview panel if deemed necessary. For more senior posts, the interview panel will most likely comprise of an external interviewer, and /or member of SHS's Board of Directors and/or the Managing Director and/or the HR Manager. There will be a gender balance on each panel where possible.

No staff member, board member, service user or external person shall be involved in any aspect of the selection process where an immediate family/household member or anybody with whom they have a close relationship/friendship is an applicant.

The purpose of the Interview Panel is to assess the merit of each applicant and to recommend for appointment the applicant with the greatest merit, in relation to the criteria as outlined for the post in the job description and person specification. All interviews are competency based interviews that reflect the 6 C's which are as follows: **Client Centred, Commitment, Community, Caring, Collaboration and Compliance**. The successful candidate selected will be issued with an offer of employment subject to certain criteria. In certain circumstances reserve candidates where valid are processed further in terms of reference checks, Garda vetting etc. in the event of non-acceptance of job-offer by successful candidate reserve candidates are notified of status by email.

The Job offer to the successful candidate is subject to the following:

- Three acceptable verbal references, confirmed in writing and verified over the phone.
- Satisfactory Garda vetting
- Satisfactory Pre-employment medical examination (in the case of permanent posts).



All decisions made as to the suitability of a candidate as a result of any disclosures received will be done with a commitment to fairness. The decision making process will consider if the disclosure has a potential bearing on the suitability of the candidate for the position for which they have applied. It will not be a forum to pass judgement on the candidate's behaviour as a member of society.

Unsuccessful candidates will be notified in writing in a timely manner following interview. An unsuccessful candidate may request feedback from their interview. Such feedback will be given in consultation with the HR Department using the interview assessment form as a basis for the discussion.

The H.R. department will ensure that all documentation relating to the recruitment process is filed in a manner that complies with the relevant Freedom of Information and Data Protection legislation.

## **6.0 GARDA VETTING AND REFERENCE CHECKS**

- 6.1 All successful applicants are processed for Garda Clearance and reference checks. All offers of employment are subject to satisfactory outcome of Garda Clearance and reference checks. SHS require candidates to provide at least three referees (two of which must be employment referees and one from the most recent employer). SHS also reserve the right to seek additional references where relevant.
- 6.2 Garda Clearance forms are sent to candidates with SHS application form and must be completed fully and returned to the HR Department within SHS for further processing with the Garda Central Vetting Unit.
- 6.3 All new employment contracts will contain a paragraph stating that Garda vetting has been carried out and that SHS reserves the right to re-vet the employee at any time in the future.
- 6.4 SHS have two Garda Vetting Unit Authorised Signatories; these signatories are members of the Human Resources Department and will be responsible for the processing of all Garda Vetting forms within SHS.
- 6.5 The Garda Vetting Unit will only correspond with/disclose information regarding the prospective employee/volunteer to the authorised signatories.
- 6.6 On receipt of the Vetting form from the Garda Vetting Unit, the Authorised Signatory will take note of any disclosures and, in consultation with the HR Manager, make a decision as to the suitability of the candidate for the position.
- 6.7 If the candidate has been the subject of previous (or pending) criminal charges or has previous convictions the H.R. Manager will meet with him/her to discuss the disclosure and they will be given the opportunity to respond to it. The H.R. Manager will record the response in writing.
- 6.8 The decision on whether or not to offer the candidate a position will be based on the following:
- SHS's duties in law
  - Whether the offence was disclosed at application stage
  - The nature of the crime



- Relevance of the conviction(s) to the post
- When it happened
- The circumstances involved
- The type of sentence received
- The age of the candidate at the time of the conviction
- Pattern and number of convictions
- Efforts to avoid re-offending
- Safeguards against offending at work
- Possible reactions of employees, families, funders, etc.

6.9 With the candidates consent, the H.R. Manager may contact the relevant Gardai for further information on the disclosure to assist in determining his/her suitability for the post in question in line with the Garda Vetting Policy.

6.10 If the candidate disputes the content of the disclosure in any way, the matter will be referred back to the Garda Vetting Unit via the Authorised Signatory with a view to establishing its accuracy.

## **7.0 POST INTERVIEW PROCEDURE**

Successful candidates may be requested to attend for a second meeting/interview with the Client Services Manager and service users informally on the location.

## **8.0 MEDICAL ASSESSMENT**

Successful candidates for permanent posts are required to undergo a medical examination with one of SHSs nominated company GPs. The cost of this examination is at the company's expense.

## **9.0 COMPULSORY HEALTH AND SAFETY TRAINING**

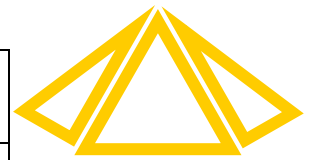
All new employees are required to undertake H&S Training in People Handling and the use of Fire Extinguisher Training and the Management of Medications prior to commencement of employment within SHS. SHS provide regular in-house training for the mandatory courses. In certain circumstances, new staff may commence employment prior to undertaking this mandatory in-house training, where they have completed similar training with their previous employer which is currently in date and where evidence that this training was undertaken is available.

Once all of the above criteria have been satisfactorily undertaken, the successful candidate can commence employment and a contract of employment and where relevant Time Management System ID card is issued to employee by HR.

## **11.0 FREEDOM OF INFORMATION**

Sunbeam House Services Recruitment and Selection policy comes under the scope of the Freedom of Information Acts 1997-2003 which confers a legal right to access personal information held by Sunbeam House Services in respect of employment records. This also confers a legal right of a candidate to access information relating only to them in respect of

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interview marking sheets, interview notes and reasons for non-selection. Access to this information is facilitated upon written request.

## **12.0 CONFIDENTIALITY**

All employees involved in the recruitment process are expected to maintain the confidentiality of all information relating to the recruitment process until all candidates have been informed of the outcome of the interviews.