

RECRUITMENT, SELECTION AND APPOINTMENT of STAFF PROCEDURES

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Description: New Issue
Issued by: Quality Co-ordinator
Approved by: Quality Co-ordinator

- 1 **Subject** Recruitment, Selection and Appointment of Staff.
- 2 **Purpose** To define procedures to be followed in the recruitment, selection and appointment of staff.
- 3 **Scope** This procedure shall apply to the recruitment, selection and appointment of all staff, engaged by the Institute.
- 4 **References** Quality Assurance Guidelines and Criteria for Provider Access to Initial Validation of Programmes for Higher Education and Training Leading to QQI Awards, [2013]
HET Core Validation Policy and Criteria [2013].
Quality Manual, section 4.6
Procedures ref:
MS/403.01 Contract Review
MS/403.02 Selection and Assessment of Contractors
MS/403.03 to 09 Contracts for Service
SA/406. 01 Financial Authority Levels
- 5 **Documentation:**
- 5.1 Criteria for Selection [of Associate Lecturers] SA/406.07 - 7.5.9
- 5.2 Interview – preliminary score sheet SA/406.07 - 7.7.4
- 6 **Definitions:**
- 6.1 **The Director:** This term is used to refer to the Director of Academic Administration and Student Affairs
- 7 **PROCEDURES**
- 7.1 **Responsibility**
- 7.1.1 The Dir. Academic Admin. shall be responsible for implementing this procedure.
- 7.1.2 All recruitment by the Institute will be carried out in accordance with these procedures.
- 7.1.3 It is the policy of the Institute for Supply Chain Excellence to recruit high calibre staff who are committed to the development of the Institute as a Third Level Education Provider.
- 7.1.4 The recruitment and selection process shall be operated in an open and fair manner in line with the best personnel recruitment and selection standards, in relation to recruitment and selection.
- 7.1.5 The Institute policy on Equality shall take into account the nine grounds laid down in the Employment Equality Act [1998].

7.2 The Selection Process

7.2.1 The selection process covers all the stages involved in the selection of staff on a Contracts for Service basis. However, this process shall also apply should it be deemed necessary to employ staff on a temporary part-time or permanent basis.

7.2.2 There are seven (7) tried and tested steps that can be taken when recruiting staff. Dependent on the circumstances it may not be necessary to take all of the steps in the sequence in which they are listed, the steps are as follows:

- Step 1 – Assessing the Need for Staff
- Step 2 – Attracting suitable candidates for the position(s)
- Step 3 – Processing Applications
- Step 4 – Conducting Interviews
- Step 5 – Assessing and Selecting the right Candidate(s)
- Step 6 – Offering the Job
- Step 7 – Agreeing the Terms and Conditions

7.3 Step 1: Assessing the need for staff.

7.3.1 The first step in the recruitment selection process is the determination of likely human resource requirements.

7.3.2 The Programme Committee shall be responsible for the preparation of the programmes and budget submission to the Academic Council. This submission sets out projected student numbers and staff requirements etc.

7.3.3 This plan will be based on an analysis of statistics and information in relation to student applications, progression rates of current students, number of Dissertation research candidates, etc. The Dir. Academic Admin. shall prepare and present a projected human resources plan to the Academic Council.

7.3.4 The plan shall be signed off by the Financial Controller. However, the recruitment of individual new staff members will each be approved based on the budgetary and other considerations at the actual time of appointment.

7.4 Step 2: Attracting suitable candidates for the position(s)

7.4.1 When the need for staff has been identified the Institute shall advertise the vacant position[s] through either or all of the following sources:

- a) Referral - existing module manager
- b) Referral – other members of the Institute
- c) Professional referrals
- d) Advertising media
 - Press
 - Internet
 - TV. and Radio

7.4.2 All vacancies within the Institute will be available on the Institute web site.

7.4.3 Should the position be advertised in the media, the information on the web site will be posted at the same time as the first advertisement in the media is placed.

7.5 Step 3: Processing Applications

- 7.5.1 Candidates applying for the position of Associate Lecturers and Academic Supervisors shall meet the requirements of the specific position as set out in the Contract for Service Procedure ref: MS/403.03 and MS/403.04
- 7.5.2 Individuals wishing to be appointed to the Institutes academic staff shall have a proven record of teaching, research and publication, appropriate to their specialist area.
- 7.5.3 He/she will be expected to make a strong contribution to the teaching programme of the Institute and undertake teaching duties on the Institutes undergraduate and postgraduate programmes as well as the supervision of Master's students.
- 7.5.4 The appointee will be expected to build a strong research profile that supports the Institutes research strategy, including affiliating to the Research Institutes, where appropriate, and working with colleagues on national and international research.
- 7.5.5 The appointee will be expected to sustain and conduct research, engage in scholarship of quality and substance and generate publications of international standard
- 7.5.6 When potential candidates make contact, they shall be sent a copy the application form to complete and return. They shall also receive an information sheet outlining details of the position etc., covering relevant duties and responsibilities as listed in the Contract for Service specific to their position.
- 7.5.7 Applicants shall be given a period of not less than fourteen days from the date of the first advertisement to the closing date for receipt of application forms by the Institute.
- 7.5.8 In practice the intention will be to give between fourteen and twenty-one days from the date of the advertisement to the closing date for receipt of applications forms.
- 7.5.9 Information will also be provided in relation to the selection process and this will include the 'criteria for selection' [see attachment 5.1] that will be used by the selection panel in ranking the candidates at interview.
- 7.5.10 The criteria to be used in assessing applicants at interview will be kept under review.
- 7.5.11 All application forms received will be acknowledged by the Administrator within five working days of the closing date for receipt of completed applications.

7.6 Step 4: The Interview Panel

- 7.6.1 The Director shall be responsible for setting up an ad-hoc interview panel.
- 7.6.2 The interview panel shall consist of three [3] people, two [2] from the Institute and one [1] extern. The Director is eligible to be part of the panel.

7.6.3 Information will also be provided in relation to the selection process and this will include the criteria, as referred to in 7.5.6 above, that will be used by the Interview Panel in ranking the candidates at interview.

7.6.4 Interview Panels will be convened to meet in advance of the scheduled time of the first interview to allow time for preparation.

7.7 Step 5: Assessing and Selecting the right Candidate(s)

7.7.1 The Interview Panel shall operate on the basis of unanimity. Only persons deemed fully qualified and suitable shall be recommended for appointment. Interview Panels shall recommend for appointment the most meritorious candidate.

7.7.2 The Interview Panel shall disqualify any candidate who canvases or seeks to canvass (by himself/herself or through any third party) any member of the Interview Panel in support of his/her candidature.

7.7.3 The applicants at interview will be assessed by the interview panel in accordance with the pre-set criteria that has been agreed in respect of the different categories of positions that are advertised by the Institute.

7.7.4 The Interview Panel members shall individually use a work in progress document to record preliminary score [see attachment 5.2] for each candidate against each assessment criteria. These individual sheets will enable the completion of a composite scoring sheet signed by all members of the Interview Panel.

7.7.5 At the end of the selection process the Interview Panel will prepare a composite sheet that will show the scores for all applicants interviewed and in addition they will prepare a recommendation sheet that shall form part of the Director's report to the Academic Council.

7.8 Step 6: Offering the Job

7.8.1 After confirmation by the Academic Council that the applicant has been approved, an offer of employment may be made to the successful candidate(s). This offer will be subject to conditions i.e., Contract for Service and approval by the Finance Controller that a vacancy exists to be filled and that the appointment can be made within budget.

7.8.2 This offer of employment, in the form of a Contract for Service, shall be issued by the Dir. Academic Admin.

7.9 Step 7: Agreeing the Terms and Conditions

7.9.1 Where an individual is offered a Contract for Service, their name and details will be recorded on the Panel of Approved Associated Lecturers / Academic Supervisors, see procedures ref: MS/403.03 and MS/403.04

7.10 Unsuccessful candidates

7.10.1 Applicants who were screened or shortlisted out and not invited to interview will be given the reasons why they were screened out/shortlisted out if they request this information. The above is agreed in the context of the spirit of the Freedom of Information Act.

SAMPLE

Attachment 5.1

Criteria for Selection [of applicants]

ref: SA/406.07 – 7.5.9

Associate Lecturer and Academic Supervisor Positions:

Candidates Name: Position: Assessors Name: Date:			
		Criteria Weighting	Score
	Qualifications and Experience	30	
	Knowledge and Skills of Management including Change Management	30	
	Communications and Pedagogy Skills	20	
	Research and Development including Personal Development	20	
	Knowledge and Interest of Sector	20	
	Team Management Skills	20	
	Total:	140	

Document No: SA/406.07
Procedure Group: Recruitment, Selection and Appointment of Staff
Issue No: 1
Revision No: 0
Date: September 2016

SAMPLE

Attachment 5.2

Candidates Name: Names of Interviewers:/...../...../...../...../.....
 Position: Date:

QUALIFICATIONS AND EXPERIENCE:

- a) Appropriate Certificate; Diploma; [delete as appropriate] from a recognised College: **Yes / No**
 b) At least? Years approved post qualification experience: **Yes / No**

SCORING GUIDE evidence of meeting job criteria

0	1	2	3	4
No evidence	Minimal evidence	Adequate evidence	Good evidence	Excellent evidence

PREVIOUS EXPERIENCE:

		Comment	Weighting	Score
1.	Demonstrates significant experience in Professional practice		X2	
2.	Candidate has previous teaching experience		X2	

SPECIALIST KNOWLEDGE / SKILLS:

		Comment	Weighting	Score
3.	Demonstrates in-depth knowledge of role/ job		X2	
4.	Candidate has previous teaching experience		X2	

PERSONAL QUALITIES:

		Comment	Weighting	Score
5.	Is enthusiastic and positive and has a clear focus on the role of...../		X1	
6.	Is likely to be positive and supportive of fellow team members		X2	
7.	Is likely to be able to build rapport with students		X2	