

Procedures for the Recruitment of University of Limerick Staff

PRUL

Introduction

This document clarifies the procedures relating to the University of Limerick's Policy for the Recruitment of Staff.

Scope

This procedure applies to all staff employed at the University of Limerick, including, but not limited to, academic staff, support staff, medical staff, research staff and teaching staff.

Screening and Shortlisting

In the event all screened candidates are to be interviewed, no shortlisting meeting will take place. A shortlisting meeting will be attended by the competition owner and at least 1 other member from the Selection Board. This meeting will ideally happen within 2 weeks of the closing date for the competition. (Please refer to 3.1.3 of the Policy for the Recruitment of Staff).

Screening and Shortlisting - Research Roles Only

After the date for the submission of applications has passed, the Competition Owner or their nominee, assisted by the HR Rep, will be responsible for screening all applications to ensure that only candidates who meet the minimum stated qualifications/criteria are considered for shortlisting by the Selection Board. The Competition Owner or their nominee may make a recommendation regarding the number of candidates to be shortlisted at this stage or may determine that all candidates who meet the minimum stated qualifications will be interviewed.

Subject to the above, the members of the Selection Board will recommend a shortlist for interview from the list of candidates against the criteria as stated in the advertisement and information for applicants. The final list of candidates to be called for interview will be determined according to the recommendations received from the Selection Board.

Screening and shortlisting may take place at the same meeting provided all Selection Board members (as outlined in 3.1.7 of the Policy for the Recruitment of Staff) and HR are present at the meeting to allow for shortlisting to take place.

References

References for Academic and Research roles for all interviewees are requested in advance of interviews. For other competitions, references will only be requested for successful applicants. References should be provided from an applicant's current or most recent employer. Where a direct line manager is a member of the Selection Board, they can provide a reference in addition to the number of references specified in the Recruitment Policy.

Two references are required for all Research roles, Teaching Assistants and roles up to and including Senior Executive Administrator level for Professional and Support teams. All other roles require three references. If a referee is a member of the Selection Board, applicants will be requested to provide an additional referee.

Where the President and/or the HR Director or their nominees deem it necessary and having advised the candidate, additional references may be sought from individuals not named by the candidate.

Composition of Selection Board

The composition of each Selection Board will differ based on the role in question. However, Selection Board members must be at the same level or above as the grade being recruited for. It is best practice to have the appropriate expertise on the Selection Board, e.g. Administrative Subject Specialists / Academic Subject Specialists / Research Subject Specialists / Technical Subject Specialists i.e. CTO etc.

In advance of interviews, the Competition Owner should ensure that all Selection Board members have completed online Unconscious Bias training and that all Chairpersons have completed Chairperson training. All internal Selection Board members must have completed Interviewer Skills training. Completion of interview skills training for internal board members should be confirmed by the HR Recruitment office in advance of the interview/s. The Chair of the board will ensure external panel members have appropriate interview skills training/expertise.

In exceptional circumstances, where a board member becomes unavailable and time does not permit the appointment of a replacement board member, the Chair of the Board can request the Director of Human Resources to allow the Board to proceed without a member. A clear rationale for the request should be presented to the Director of Human Resources.

Chairperson of the Board

Where the President is not a member of a Selection Board, the Dean or Divisional Director will select the Chairperson of the Board. In the absence of instruction from the Dean or Divisional Director, the Competition Owner or their nominee will either chair the Selection Board or nominate a member of the Selection Board to act as Chairperson of the Board (where the President, Dean or Divisional Director are not members of the board).

Presentations

On campus and Online Academic presentations will be open to the campus community, at the request of the competition owner, taking room size and other considerations into account.

The Interview

In advance of the interview, the Chair of the Selection Board will liaise with the full selection board to set out a format for the interview/s. This will include the core areas of questioning and approval of an agreed scoring system. The criteria against which candidates are to be evaluated will be as stated in the advertisement and information for candidates.

Each member of the Selection Board will give an assessment of the candidates against the agreed criteria. An attempt to reach a consensus on the ranking order of appointable candidates will be made by the Selection Board. In the event of the Selection Board failing to reach a unanimous decision, both a majority and minority report must be prepared and included with the Selection Board Report.

Where the President is not Chairperson of a Selection Board, the report(s) of the Selection Board will be forwarded to them and submitted to the Governing Authority. The President, having considered the Selection Board report(s), may, if they so wish, append their view for consideration by the Governing Authority. All Academic appointments will be made by the Governing Authority. Governing Authority decisions on appointments are final.

The Interview and Appointments – Research Roles only

The recommendation of the Selection Board will go forward to the Dean or their nominee for approval. Recommended appointments will go forward to Governing Authority for noting. (Please refer to 3.1.11 of the Policy for the Recruitment of Staff).

Document version	RX003.1
Document owner	Human Resources
Approved by	Executive Committee
Date	09 February 2022
Effective Date	09 February 2022
Scheduled Review Date	09 February 2027