



UNIVERSITY *of* LIMERICK

O L L S C O I L L U I M N I G H

UNIVERSITY OF LIMERICK

PROCEDURES FOR THE RECRUITMENT / APPOINTMENT
OF SUPPORT STAFF

Approved by Governing Authority 22 November 2011

Procedures for the Recruitment /Appointment of Support Staff

Preamble

The attached document outlines the procedures for the recruitment/appointment of Support Staff at the University of Limerick. In compliance with public sector recruitment and appointment procedures and norms, all vacancies of 12 months or more in duration will be advertised and subject to the procedures set out in this document. Governing Authority will be provided with a list of all contractual appointments of less than one year.

The objective of these procedures is to attract and select excellent Support Staff through a fair, transparent and effective procedure.

PROCEDURES FOR RECRUITMENT/APPOINTMENT OF SUPPORT STAFF

1. Filling a Post

1.1 The relevant Manager will arrange for the completion of a recruitment pack, which will include the following:

i. The authorisation form which will include the following:

- a. Title of Post
- b. Post Code
- c. Cost Code
- d. Contract type and duration

ii. Draft Advertisement

iii. Proposed Media

iv. Selection Criteria

v. Job Description

vi. Proposed Members of the Selection Board.

1.2 An individual involved in the preparation of a recruitment pack may not be a candidate for that post. Conflict of professional or personal interest should be declared to the Director, HR or his/her nominee prior to the preparation of the recruitment pack.

1.3 The recruitment pack requires authorisation by the following and in the following sequence:

- i. The Department Head/Manager (where the position is allocated to a specific department/functional area);
- ii. Dean/Divisional Head (where the position is allocated to a specific Faculty/Division);
- iii. Finance Division
- iv. Director, HR or his/her nominee.

2. Advertisement

2.1 Advertising will be posted in the local, national, international press, specialist journals and electronic media as appropriate. In addition, the vacancies may be circulated to selected universities, research institutes or other appropriate bodies nationally and internationally. All advertisements will be placed on the University of Limerick's website.

2.2 All advertisements will make it clear by their wording and presentation that the position is open to suitably qualified female and male candidates, by stating so specifically. All advertisements will carry the statement of the University's commitment to equal opportunity.

3. Role of Human Resources (HR) Division

- 3.1 The HR Division will have responsibility for administering the recruitment process, be responsible for ensuring full compliance with these procedures and provide advice on the process as required.
- 3.2 HR will cause the documentary evidence of qualifications, references and other necessary criteria of the recommended candidate to be verified and, where appropriate, will arrange for a pre-employment medical.

4. Screening and Shortlisting

- 4.1 After the date for the submission of applications has passed, the relevant Manager, assisted by the HR Division, will be responsible for screening all applications to ensure that only candidates who meet the minimum stated qualifications are considered for shortlisting by the Selection Board. The Director, HR or his/her nominee may make a recommendation to the Selection Board regarding the number of candidates to be shortlisted at this stage or may determine that all candidates who meet the minimum stated qualifications may be interviewed.
- 4.2 Subject to 4.1 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 job description. The final list of candidates to be called for interview will be determined according to the recommendations received from the Selection Board following consultation by HR with the relevant Manager.

5. References

- 5.1 No offer of appointment will be made pending receipt of satisfactory references as follows:
 - Administrator – Senior Executive Administrator including all other grades which have a salary level less than or equal to the maximum salary point of Senior Executive Administrator – at least two satisfactory references (one of which should be from the current/last employer)
 - Senior Administrative Officer 1 and above – at least three professional references (one of which should be from the current/last employer).
Where the President and/or 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.

6. Composition of the Selection Board

- 6.1 The President has the right to be a member of any Selection Board or to nominate an individual to a Selection Board.
- 6.2 Both genders will be represented on every Selection Board.

6.3 Members of a Selection Board must be at a level equal to or higher than the level being recruited. The Selection Board for various levels of appointment will be constituted as follows (subject to a minimum of three members and a maximum of seven members):

- **Administrator – Senior Administrator including all other grades which have a salary level less than or equal to the maximum salary point of Senior Administrator:**

1. Relevant Manager or his/her nominee;
2. At least two members nominated by the relevant manager.

- **Executive Administrator – Senior Executive Administrator including all other grades which have a salary level less than or equal to the maximum salary point of Senior Executive Administrator:**

1. Relevant Manager or his/her nominee;
2. Member of Division/Department/Functional Area nominated by the relevant manager;
3. Member external to the Division/Department/Functional Area with appropriate expertise where possible, nominated by the relevant manager;
4. At least one member external to the University with appropriate expertise, nominated by the relevant manager.

- **Senior Administrative Officer 1 and above:**

1. The President or his/her nominee;
2. Relevant Manager;
3. Member of Division/Department/Functional Area nominated by the relevant manager;
4. Member external to the Division/Department/Functional Area with appropriate expertise where possible, nominated by the relevant manager;
5. At least one member external to the University with appropriate expertise nominated by the relevant manager.

6.4 Unavailability of Selection Board Member

6.4.1 In the event of a Selection Board member(s) becoming unavailable, it will be open to the President or his/her nominee to nominate replacement(s) or to determine whether the interviews proceed or not.

6.5 Chairperson of the Board

6.5.1 Where the President is a member of a Selection Board, he/she will chair the Board or nominate a member of the Selection Board to act as Chairperson of the Board.

- 6.5.2 Where the President is not a member of a Selection Board, the relevant Manager will either chair the Selection Board or nominate a member of the Selection Board to act as Chairperson of the Board.
- 6.5.3 In addition to being a full member of the Selection Board, the Chairperson will ensure that all candidates are treated consistently and fairly in the conduct of an interview.
- 6.5.4 The Chairperson will specifically ask all members of the Selection Board to declare any potential conflict of interest they may have with regard to any candidates coming before the Board.
- 6.5.5 The Chairperson is responsible for the completion of the Selection Board report(s) at the conclusion of the proceedings of the Selection Board.

6.6 The Role of the HR Representative

- 6.6.1 A representative of the Human Resources Division will attend at the start and end of all Selection Board meetings. The HR representative will not be present during the course of the interviews. The HR representative will brief the Selection Board on policy, procedures, relevant legislation, scoring, format of questions and be available throughout the course of the process in a support and advisory role. He/she will be available to advise the Chairperson on matters relating to the operation of these procedures and on any other relevant matters.
- 6.6.2 The HR representative will attend when the interviews are completed and prior to the commencement of scoring by the Selection Board. The HR representative will verify all documentation and debrief the Selection Board. The HR representative will retain all documentation pertaining to the decision of the Board and will advise and assist the Chairperson in the completion of the Selection Board Report.
- 6.6.3 Where a member of HR is a member of the Selection Board, he/she may fulfil the role of the HR representative as set out in 6.6.1 and 6.6.2, if so delegated by the Director, Human Resources.

6.7 The Interview

- 6.7.1 In advance of the interview, the Selection Board will agree a format for interview. This will include the core areas of questioning and approval of an agreed scoring system. The criteria against which candidates will be evaluated will be as stated in the advertisement and information for candidates.
- 6.7.2 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.

6.7.3 Where the President is not Chairperson of a Selection Board, the report(s) of the Selection Board will be forwarded to him/her and submitted to the Governing Authority. The President, having considered the Selection Board report(s), may if he/she so wishes append his/her view for consideration by the Governing Authority. All Support Staff appointments will be made by the Governing Authority. Governing Authority decisions on appointments are final.

7. Additional Selection Methods

7.1 The procedures set out above may be augmented by additional assessment techniques including but not limited to the use of assessment centres and psychometric testing. Candidates will be advised in advance of proposed additional assessment techniques.

8. Search Procedure

8.1 The process of inviting applications for the filling of Support Staff posts may be augmented by a search procedure. The identification of candidates by search procedure may be undertaken by a Search Committee appointed by the relevant Manager or his/her nominee in consultation with the HR Division. This search process must not be seen to replace the open competition required by the University's procedures. Not more than two people involved in the Search Committee will serve on the subsequent Selection Board. Individuals identified through the search procedure must apply on the same terms as candidates attracted by public advertisement. Candidates who have emerged from the search procedure will be identified to the Selection Board by the HR Representative. Members of the Search Committee who are also members of the Selection Board will be identified to the Selection Board by the HR representative.

9. Notification of the result of the Selection Process

9.1 All candidates will be required to furnish an address for receipt of communications. The onus is on all applicants to make themselves available for interview (if shortlisted) on the date specified and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the address specified on their application form. All candidates who are not shortlisted will receive written notification to that effect on completion of the shortlisting process. All candidates who have been interviewed will be notified in writing by HR of the outcome of their application as soon as possible. Such notification in the case of the successful candidate(s) will indicate that the recommendation is subject to approval by the Governing Authority.

9.2 While the deliberations of a Selection Board are confidential, the Board may nominate a member to advise all candidates of the outcome of its deliberations. Such communication should make it clear that the

recommendation of the Selection Board is subject to the approval of the Governing Authority.

- 9.3 Where a Selection Board has deemed other candidate(s) suitable for appointment, the name(s) will be held on file for a period of 12 months from the date of interview. Should the position become vacant for any reason during this period, other candidate(s) deemed suitable may be recommended for appointment to Governing Authority in ranking order. In addition, the relevant manager with the agreement of the Director, HR or his/her nominee may determine that such candidate(s) deemed suitable for appointment may be recommended for appointment to Governing Authority in ranking order should an identical post(s) arise to be filled during this period within the relevant manager's specific area.

10. Review Process

- 10.1 A candidate may request the Governing Authority to review a recommendation of a Selection Board on grounds of manifest departure from these operating procedures, which affected the outcome for the candidate.
- 10.2 To seek such a review the candidate will indicate in writing to the Corporate Secretary his/her intention to seek a review within one week of notification of the outcome of their application. All recommendations for appointments submitted to Governing Authority must take account of this timeframe in order to facilitate a review if required.
- 10.3 The candidate will make a written submission setting out the entire grounds for his/her review request to the Corporate Secretary within two weeks of the notification of the outcome of their application. The Corporate Secretary will inform the Director, HR that a review has been requested. The Director, HR will inform the Chair of the Selection Board that a review has been requested.
- 10.4 Upon notification of a request for a review, the Governing Authority will appoint a Review Committee comprising three of its members (none of whom will be a senior officer of the University), one of whom will chair the Committee. The members of the Committee will exclude themselves from a Governing Authority decision on an appointment that has been subject to a review by them.
- 10.5 The Review Committee, if satisfied the application falls within the terms of 10.1 above, will determine the conduct of the review. Any such review will be completed within a reasonable timeframe. The reasoned determination of the Review Committee will be submitted to Governing Authority and will be provided subsequently to the candidate, HR and Chair of the Selection Board.
- 10.6 Following receipt of the determination of the Review Committee, the Governing Authority will decide whether or not to make an appointment and its decision on this matter is final.