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| **Human Resources Division**  **RECRUITMENT: Temporary changes to recruitment procedures to facilitate virtual interviews during the University Closure.** |

Below is a summary of the recruitment process, procedures, and amendments to our normal process during the campus closure.

**Important:**

* Please refer to the Procedures for the Recruitment/Appointment of Faculty or Staff posts as these contain the procedures in full as approved by Governing Authority available [here.](https://www.ul.ie/about-ul/directory-of-services)
* Research posts will be reviewed on a case-by-case basis and will require sign off by the relevant Dean and VPR.
* The University of Limerick is an equal opportunities employer and does not discriminate against individuals.
* Successful candidates with a contract of 12 months or over will be subject to GA approval. Start dates for competitions will be deferred until the University reopens ( We do not expect start dates to be confirmed until the end of May at the earliest with start dates from July onwards) unless you have prior approval from your Dean or your functional Head.
* We will endeavour to align with the current procedures where practical during the closure.
* Where required, all participants in the recruitment process will have to be flexible and understand the need to step outside standard procedures from time to time in order to conclude each competition whilst striving to maintain the integrity of the recruitment process.
* We will endeavour to ensure as high a rate of compliance as circumstances allow and continue to be fair and transparent.

Recruitment related queries can be directed to [erecruitment@ul.ie](mailto:erecruitment@ul.ie).

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| **Step** | Step Description | Recruitment Process |
| 1 | Post Approval/ Recruitment Packs | All recruitment for positions requires prior approval by HR. All posts of 12 months and over require the approval of the Recruitment Sub Committee of the Executive Committee. All Post Approval and Recruitment Packs must be completed in full and have the required approvals signatures. During the University closure email approvals will be accepted from the necessary approvers of each pack. Research posts will be looked at on a case by case basis and will require sign off by the relevant Dean and VPR. Please note start dates will be deferred as outlined above, unless you have prior approval from the relevant Dean, functional head or the VPR. |
| 2 | Advertising | Positions will continue to be advertised internally and/or externally as normal. |
| 3 | Advertisement Closing Date | Closing date is dependent on the type of advertisement as follows:   * Academic posts approximately 3 – 6 weeks * Staff posts approximately 2 - 5 weeks * Research posts approximately 2 – 4 weeks.   Closing dates are agreed with the competition owner in advance of advertising. |
| 4 | Book Dates | We recommend that screen, shortlist and interview dates are booked at the earliest opportunity by contacting the Recruitment Office Co-ordinator by emailing [erecruitment@ul.ie](mailto:erecruitment@ul.ie) . The screen and shortlist meetings will be conducted by phone or other electronic means and email approvals will be sought throughout the process from the Chairperson/Competition Owner. |
| 5 | Screen Meeting | Once the post has closed, the list of applicants is circulated to the competition owner. A screen meeting will be held by phone or other electronic means at an agreed date between HR and the competition owner or his/her nominee. |
| 6 | Selection Board Shortlist candidates | Shortlist packs are then forwarded to all Selection Board Members with a request to shortlist a specified number of candidates for interview. All Selection board members replies must be returned before the shortlist meeting can take place. A completed matrix will be provided for the shortlist meeting with the competition owner. The shortlist meeting with HR will be conducted by phone or other electronic means, with email approvals on what was agreed. |
| 7 | Shortlist Meeting | Once all shortlist replies are received, the VPAA&SE/nominee or Manager/nominee and the HR Rep will review the shortlist matrix by phone or other electronic means and a list of candidates to be invited to interview is determined and interview details are finalised (presentation title etc.). |
| 8 | Interview Process | Candidates are notified of the interview details. Interview packs are distributed to all Selection Board Members including details on how to use the Video conferencing tool used by Recruitment Vidyo. We aim to give candidates a **minimum** of 2 weeks notice prior to interview (when possible).  Selection board members will have to complete a test call with one of the Recruitment team to ensure their internet connection and hardware allows them to take full part in the interview process. Ideally, the Chairperson will coordinate with the full selection board and the designated HR Rep to do a full test run with all board members prior to the day of the interviews.  The Competition Owner / Chair is responsible for ensuring that each of their board members is able to participate fully in a virtual interview process. If a board member is unable to do so, the Competition Owner/ Chair should seek an appropriate alternative board member.  The Chair will coordinate with their board **in advance** of the interview date, to finalise the Interview Scoring Criteria and to confirm with each board member the questions they will ask of the candidates, and the running order with which the board members will ask questions. If it is not completed prior to the Selection board meeting, the interviews may have to be postponed.  At the Selection Board meeting, the Chairperson will ask the full board whether there is any potential for a Conflict of Interest. The Chairperson will send the Conflict of Interest statement back to the HR Representative by email, with the email taken as the Chairperson’s signature.  The HR Representative may sit through the full interview process if requested by the Chairperson, otherwise the HR Representative will be available for the Selection Board meeting and Evaluation and at the start of each interview to ensure all parties have connectivity.  Board members will email their completed interview notes on each candidate to the HR Representative. These will be held on file and the email will be taken as your signature for the interview notes.  The HR Representative will verbally confirm the Selection Board report at the end of the process with all board members. The Chairperson will forward the agreed Selection board report/outcome on behalf of the full board to the HR representative. This will be taken as formal approval of the collective selection board.  The interview scoring will be coordinated at the evaluation stage by the HR representative. The Chairperson will email the completed master interview scoring form to the HR representative, with the email taken as the Chairperson’s signature.  While we will adhere to the current policies around Selection Board composition, there may be issues at short notice with the unavailability of selection board members due to illness, family matters or technical difficulties. If a board member has technical difficulties, and cannot participate fully in the entire interview process, The HR representative will work with the Chairperson to confirm if the interview process can proceed or will need to be postponed until a later date. |