

**POLICY NO. 27 RECRUITMENT & SELECTION POLICY AND PROCEDURE****REV: 7 DATE: 22.07.2022****Purpose of Policy**

The purpose of this policy is to ensure clarity about recruitment and selection in Killorglin Community Childcare Centre CLG and to provide guidelines for the persons responsible for recruitment and selection and to ensure a consistent and fair approach.

Killorglin Community Childcare CLG is committed to ensuring that its recruitment and selection policy and procedures comply with the Equality Act 2004.

**Procedure for Recruitment & Selection**

The Board of Directors or Manager may appoint a sub-committee, where necessary to be responsible for the purposes of recruitment and selection of staff.

The Sub Committee will compile:

- A person specification for the position(s) to be filled describing the experience, skills and other attributes to carry out the job.
- A job description for the position(s) to be filled outlining the duties, tasks and responsibilities for the job.
- Legal requirements.

For interviews for certain positions that are deemed to be “routine” the sub committee may be made up of the Manager and Deputy Manager and or a Supervisor/senior staff member.

Advertisements will be placed for the position.

Where possible the recruitment of staff will be made from the widest possible field. Therefore position(s) will be advertised internally and externally.

Applications from present staff will be treated on an equal basis with external applications

Applicants will be forwarded an application form where appropriate, job description and possibly a person specification.

The Sub Committee will convene to review the applications and shortlist suitable candidates for interview.

Interviews will, where possible, always be carried out by more than one person and gender balance will be taken into consideration.

At least one member of the interview panel will have previous experience in interviewing skills and experience.

Members of the interview panel will receive copies of the short listed candidates' applications forms together with a job description, and person specification.

Members of the interview panel will meet prior to the interviews to compile a range of questions which should relate to the requirements of the job and the format of the interviews

All candidates will be asked the same core questions, interview notes may be taken and a score/evaluation sheet will be kept for each candidate.

The successful candidate will be subject to Garda Vetting and Employment reference checks. Once these are completed and are satisfactory then the selected candidate will be offered the position and a contract of employment will be issued.

All unsuccessful candidates will be contacted to thank them for applying and that their application was not successful on this occasion.

- To Remain on File:
- Candidates Applications
- Person Specification
- Job Description
- Job Advertisement
- Short listing Evaluation Forms
- Score/Evaluation Sheet from Interview
- All correspondence with Candidates

Information arising out of the interview and indeed the application process will be held inline with the Data Protection Legislation.

Any candidate who feels that they have been discriminated against has a right of complaint, which can be made in writing to the Chairperson, Killorglin Community Childcare Ltd.



**APPROVAL DATE:** \_\_\_\_\_

**IMPLEMENTATION DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**(On behalf of the Board of Directors)**

