

Irish Colleges Training Centre		
Procedural Manual		
Title Recruitment, Selection and Appointment	Section Issue Page	QAP 10 1 1 of 3

1.0 Purpose of Policy

It is the policy of the College to outline the recruitment and selection policy of Irish Colleges Training Centre.

2.0 Scope

Irish Colleges Training Centre is an equal opportunities employer and all recruitment and promotional opportunities are open to all qualified staff.

3.0 Responsibilities

The College Director, College Administrator and Operations Director share the responsibility for recruitment and selection. Promotional opportunities are the responsibility of the College Director.

4.0 Related Documentation

- (a) Job Description
- (b) Person Specification
- (c) Interview Chart
- (d) Letter of Appointment
- (e) Letter of Rejection
- (f) Personnel File

5.0 Procedure

Recruitment

- 5.1 All appointments are advertised in the local press and occasionally in the national press and internally on local notice boards. Irish Colleges Training Centre is an equal opportunities employer.
- 5.2 All applicants will be made aware of the application procedure.
- 5.3 All applicants to be processed with the minimum of delay and with efficiency and courtesy.

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Irish Colleges Training Centre		
Procedural Manual		
Title Recruitment, Selection and Appointment	Section Issue Page	QAP 10 1 2 of 3

- 5.4 Candidates to be sought on the basis of qualification for the vacancy concerned.
- 5.5 Ensure the recruitment procedure is systematic so the every person invited for interview will be given a fair and thorough hearing.
- 5.6 Have agreed system in place for offer and rejection letters.
- 5.7 Have the necessary procedures in place for offer and induction of successful candidates.

6.0 Procedure

Selection

- 6.1 Applicant can e-mail, post or hand-deliver their Curriculum Vitae by the stated deadline.
- 6.2 Curricula Vitae are sifted through and sorted with reference to the criteria specified on the person specification depending on the vacancy advertised.
- 6.3 A shortlist of candidates is drawn up based on qualifications and position(s) to be filled.
- 6.4 Candidates are then invited for interview giving adequate notice (at least 5 working days).
- 6.5 Candidates are advised to bring all evidence of qualifications with them to interview.
- 6.6 A competency-based interview is used and candidates will be assessed on the knowledge, skills and attitudes as deemed required for the position.
- 6.7 A minimum of two people will sit on the interview panel.
- 6.8 Candidates will be advised at interview about the terms and conditions of the position and when they will know the outcome of the interview.

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Irish Colleges Training Centre		
Procedural Manual		
Title Recruitment, Selection and Appointment	Section Issue Page	QAP 10 1 3 of 3

6.9 Letters of offer / rejection will be sent to candidates without delay.

7.0 Procedure

Appointment

- 7.1 Appointments can be made in the following categories:
Permanent, Fixed-Term or Fixed-Purpose Contract, Part-Time
- 7.2 Candidates shall possess appropriate qualifications and experience for the post to which they are appointed.
- 7.3 All new employees shall be given a contractual letter of appointment for his/her signature prior to appointment. This will set out the employee's terms and conditions of service – a signed copy of which must be returned to the College Director.
- 7.4 The contract of employment shall contain a confidentiality clause, which states that the employee will not divulge any information pertaining to the college or its business.
- 7.5 Each member of staff shall have a confidential personnel file, which will be kept by the College Director / College Administrator. The purpose of the file is to store information about each employee to determine their entitlements and to track their career. Each file will contain the following:
- Record Form
 - Curriculum Vitae
 - Interview Chart
 - Signed letter of appointment
 - Any general correspondence i.e. annual leave, salary, disciplinary correspondence etc.

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