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Recruitment Policy		

<b>Policy on Recruitment</b>	
<b>Developed by: The Village Residence</b>	<b>Date Developed: Revised February 2011 and 2012, August 2014, May 2017, October 2021, Sept 2023</b>
<b>Developed By: Nursing Department.</b>	<b>Date Approved: February 2011. Revised February 2012 Revised August 2014 May 2017, October 2021, Sept 2023</b>
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## 1.0. Introduction. Recruitment

The responsibility for the recruitment process within the Centre is the Director of Nursing. All enquiries with regards to recruitment should be forwarded to the Office of the Director of Nursing.

**1.1.** With effect from the 1st April 2005, recruitment for appointments to positions in the HSE is subject to the provisions of the Public Service Management (Recruitment and Appointments) Act, 2004 (the Act) and is regulated by the Commission for Public Service Appointments (CPSA). Appointments to positions in the Health Service Executive, apart from those positions which are subject to the Local Authorities (Officers and Employees) Act 1926, are subject to the Codes of Practice published by the CPSA.

**1.2.** Appointments to positions in the Centre are subject to the Codes of Practice published by the Commission for Public Service Appointments (CPSA). The Codes of Practice set out how the core of principles of probity, merit, equity and fairness might be applied on a principle basis.

### 1.3. The Codes of Practice

- Specify the responsibilities placed on candidates who participate in recruitment campaigns;
- Facilitate feedback to applicants on matters relating to their application when requested;

## 2.0. Policy Statement

Effective recruitment and selection procedures are vital in attracting and retaining high quality staff.

For recruitment and selection procedures to be effective it is essential that they are fair, rigorous and transparent. It is the Policy of the Centre

to ensure that the best candidate for the job is selected. All decisions relating to recruitment and selection must be consistent with the criteria outlined for the post.

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Commitment to this principle of appointment on merit reflects the HSE Policy on Equal Opportunities.

### 3.0. Establishing a Post

The recruitment and selection process is initiated once a vacant post is identified. This can be either:

- ☐ Creating a new position or
- ☐ Backfilling a vacant existing position.

The first task is to clarify exactly what the post holder will do, and then prepare a job description. If it is an existing position, consider whether the job has changed, and whether the job description needs to be changed to accurately reflect what the person in the post will now be required to do.

### 4.0. Job Description

The job description can be used for a variety of purposes, including:

- ☐ Recruitment
- ☐ Job Grading
- ☐ Clarification of roles and responsibilities
- ☐ developing and reviewing performance

A clear description of exactly what is required of the position will enable the Cottage Hospital to select the most suitable candidate for the post.

### 5.0 Drafting the Job Description

The job description should focus on the purpose of the post and the principal responsibilities. This

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means identifying what the position needs to achieve but not the exact method by which the work is done.

The Cottage recruitment and selection policy states that the Job Description will outline as a minimum:

- ☐ Position information such as title and subject area (where relevant), school, grade and reporting relationship;
- ☐ A position summary, or statement, summarising the nature and purpose of the role;
- ☐ A list of the principal duties and responsibilities;
- ☐ Selection criteria (both essential and desirable);
- ☐ Links to other supporting information relevant to perspective candidates

## 6.0. Job Grading

Job grading is the process by which the remuneration band, or job grade for a particular post is established. It is an assessment of a position, not a person.

Job grading occurs:

- ☐ When a new post is created;
- ☐ Where a vacancy arises in a post that has never been graded and for which no comparable posts exist in the HSE structure;
- ☐ Where the responsibilities and accountabilities of an existent graded post have changed so significantly that it is considered that the job's value has increased;
- ☐ For other vacant posts as required.

This will be undertaken by Human Resource Management Department.

## 7.0. Authorisation of a Post

All posts must be authorised senior managers within the Health Services Executive before any

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recruitment process takes place.

### 8.0. Recruitment Advertising

The Human Resources Department is responsible for the placement of all recruitment advertisements.

Our policy is to advertise all vacancies (both temporary and permanent) in line with our equal opportunities policy and to ensure that equality of opportunity is afforded to all staff and potential staff

For the majority of Cottage Vacancies, written or on-line applications, short listing, interviews and reference checking will form the basis of the Selection Process.

### 9.0. Short listing

Short listing is the process whereby candidates are assessed by the Interview Board against the agreed criteria, on the basis of information provided in the application documentation, in order to eliminate unsuitable candidates and identify those candidates who meet the criteria for further consideration.

### 10.0 Interviews

Interviews are the most commonly used assessment tool that will be used enabling the Cottage to:

- ☐ Assess the personal attributes, past performances, technical skills, strengths and weaknesses
- ☐ Gain insight into attitudes and values
- ☐ Probe for inconsistencies and contradictions
- ☐ Provide candidates with more detailed information about the position

### 11.0. Interview Scheduling

The Chairperson of the interview Board is responsible for identifying and booking a suitable location for the interviews to take place. This will be organised by the Human Resources

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Department.

It is essential that candidates receive sufficient notice of an approaching interview so as to allow them ample time to prepare for interview.

### **12.0. Determining the recommended candidate**

The selection decision should be made based on the outcome of all selection tools and consideration should be given to how candidates rated across all of the areas of the job"s requirements.

### **13.0 Referee Reports**

Referee reports provide another source of information about the candidate(s). They should be seen as one part of the selection process.

Candidates are required to authorise the HSE to seek references. No offer of appointment will be made unless satisfactory references have been received by HR (Recruitment).

Referees should be provided with information about the position and be requested to address the selection criteria, whether in a written report or by phone.

HR may obtain verbal referee"s report(s) using the selection criteria as the basis of the request. For the purposes of Health Act 2007, Two REFERENCES ARE REQUIRED, In addition all candidates should:

- (a) they are of integrity and good character;
- (b) they have qualifications suitable to the work that they are to perform, and the skills and experience necessary for such work;
- (c) they are physically and mentally fit for the purposes of the work which they are to perform at the designated centre; and
- (d) full and satisfactory information is available in relation to them in respect of the matters set out under Schedule 2.

### **14.0. Verification of Qualifications**

All candidates applying for a job where a qualification is a mandatory criterion will be requested to provide original academic transcripts to HR Recruitment.

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## 15.0. Pre-employment Medical Assessments

The primary purpose of the pre-employment medical checks is to assess an individual's fitness for a particular position or occupation with regard to the requirements of that post.

Pre-employment medical assessments can:

- ☐ Help ensure the individual can perform the tasks effectively.
- ☐ Detect an infirmity that may be of danger to the worker or co-worker.
- ☐ Help determine if the job poses a health risk.
- ☐ Advise if any job restrictions or accommodations are required

Assistance in the facilitation of a good person/job match.

- ☐ Health and safety best practice.

All information provided is treated in the strictest confidence and will only accessible by our nominated Occupational Health Department.

## 16.0. Temporary Agency Staff and Executive Search Services

The use of Temporary Agency Services is an exception and should only be considered after all of the typical channels for Recruitment within the Centre have been exhausted.

## 17.0. Garda Vetting.

The HSE will carry out Garda Clearance on all new employees. New employees will not take up duty until the Garda Clearance process has been completed and the HSE is satisfied that such an appointment does not pose a risk to clients, service users and employees.

All applicants will sign a detailed General Declaration which forms an integral

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part of their application form. All candidates being processed for appointment will, on Commencement of the clearance process, sign a Statutory Declaration and Complete the Garda Vetting Form

The HSE will refer to the Garda Siochana individuals who wilfully submit, by omission or otherwise, false, misleading or inaccurate information in connection with their application for posts with the HSE or on the Garda Vetting form as provided for under the Public Service Management (Recruitment and Appointments) Act 2004.

### 17.1. Policy Implementation

On receipt of the certified Garda Vetting Form from the Garda Central Vetting Unit the HSE will formally assess the implication of the information on the garda Vetting Form before a decision is taken on the candidate's suitability to take up duty. The assessment process is outlined as follows:

#### a) No Convictions

Where the candidate states that there are no convictions recorded against them and the Garda Central Vetting Unit confirms that there are no convictions recorded against them then the appointment process continues.

#### b) Convictions Undeclared

Where the candidate states that there are no convictions recorded against them and the Garda Central Vetting Unit confirms that there are convictions recorded against them

**or**

Where the candidate states that there is a conviction or convictions recorded against them and the Garda Central Vetting Unit confirms conviction/s in addition to those declared by the candidate then the candidate may be permanently removed from the selection process.

#### c) Convictions Declared

Where the candidate states that there is a conviction/s recorded against them and the



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Garda Central Vetting Unit confirms this, the HSE will assess the implication of such a conviction/s using a risk management approach. This approach must consider the risk in terms of the individual, the offence and the role.

This risk assessment will be carried out by the relevant Line Manager, and Area Recruitment Business manager and a recommendation made to Area Assistant National Director of HR.

The recommendation of this initial risk assessment will be considered by the Area Assistant National Director of HR.

## **18.0. Induction.**

### **18.1. What is Induction**

Induction is a process by which employees are received and welcomed to the organisation. It is a method of formally introducing the employee to their work location and colleagues. A clear understanding of their job, role and responsibilities and the mission and values of the wider organisation will be provided. An effective Induction process will ensure that the employee is supported in achieving expected performance levels. It will also ensure that the new employee is aware of the importance of team-working within the HSE and their role within the team.

### **18.2. Why Induct**

It is important to induct, so that employees can gain the necessary information to perform their duties to the highest standard possible within the HSE.

### **18.3. Aims of an effective Induction**

- To ensure that each employee receives a structured welcome and introduction to their
- immediate work environment and the wider organisation
- To outline the organisation's responsibilities and values
- To assist in the promotion of the culture and philosophy of the organisation

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- To clarify expectations of both employee and employer in relation to codes of conduct,
- policies and procedures, employee services etc.
- To clarify the employee's role and performance expectations
- To commence a process of structured feedback on performance
- To promote an emphasis on customer / client focus
- To promote an environment of effective health, safety and welfare.

### 19.0. Performance Appraisal.

In line with the Health Act (2007) all employees will undertake a performance appraisal.

Performance appraisals are essential for the effective management and evaluation of staff.

Appraisals help develop individuals, improve organizational performance, and feed into business planning. Formal performance appraisals are generally conducted annually for all staff in the organization by their individual line manager.

### 20.0. Care and Welfare Regulations 2013.

**Staffing. The following should be read in conjunction with this policy**

- (1) The person in charge shall ensure that at all times the numbers of staff and skill mix of staff are appropriate to the assessed needs of residents, and the size and layout of the designated centre.
- (2) The person in charge shall ensure that there is an appropriately qualified registered general nurse on duty and in charge of the designated centre at all times and a record thereof maintained in the designated centre.
- (3) The person in charge shall ensure that there is a planned and actual staff rota, showing staff on duty at any time during the day and night and that it is maintained.

The registered provider shall not employ a person to be a member of their staff unless:

- (a) the person is fit to work at the designated centre;
- (b) they have obtained in respect of that person the information and documents specified in Schedule 2; and
- (c) they are satisfied on reasonable grounds as to the authenticity of the

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references referred to in Schedule 2 in respect of that person.

## 21.0. Schedule Two Documents.

**The following documents must be kept on file in respect of persons managing or working at the Centre.**

### Regulations 2013

The Following shall be held in respect of each employee recruited into the service

*regulations 14 and 15*

#### DOCUMENTS TO BE HELD IN RESPECT OF

##### THE PERSON IN CHARGE AND FOR EACH MEMBER OF STAFF

1. Evidence of the person's identity, including his or her full name, address, date of birth and a recent photograph.
2. A vetting disclosure in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Act 2012.
3. Details and documentary evidence of any relevant qualifications or accredited training of the person.
4. A record of current registration details of professional staff subject to registration.
5. A full employment history, together with a satisfactory history of any gaps in employment.
6. Correspondence, reports, records of disciplinary action and any other records in relation to his or her employment.
7. Details of any previous experience (if any) of carrying on the business of a designated centre.
8. Two written references, including a reference from a person's most recent employer (if any). Where a format has been specified by the Chief Inspector the references should be in that format.

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### Staff

8. A record of all persons currently and previously employed at the designated centre, including in respect of each person so employed:

- (a) the dates on which he or she commenced and ceased to be so employed;
- (b) the position he or she holds at the designated centre, the work that he or she performs;
- (c) a record of staff training.

9. A copy of the duty roster of persons working at the designated centre, and a record of whether the roster was actually worked.