

RECRUITMENT AND SELECTION POLICY

Policy Statement: Recruitment and selection decisions significantly affect the Institute's ability to meet its planning needs and strategic objectives. It is important to invest time and energy into recruiting high caliber staff. The process is two-way; not only are appointment committee members assessing the best person for the position but applicants are also deciding whether the Institute is an organization they wish to work in. The costs of a poor selection decision are substantial and often over many years.

The Institute is committed to a systematic approach to recruitment and selection in order to attract, select and appoint the best staff through a fair and merit based process. Senior staff is accountable for ensuring compliance with the Institute's recruitment and selection policy and processes. It is essential that all staff involved in these processes be given the opportunity to become fully familiar with them. This will maximize their effectiveness and ensure that the Institute recruits quality staff on a consistent basis. It will also ensure that recruitment and selection practices reflect our Equal Employment Opportunity Policy and the framework of relevant employment legislation.

Scope: This policy and procedure applies to continuing appointments and normally to fixed term appointments in excess of one year, but may be appropriate in other circumstances.

Purpose

- To ensure a consistent, fair and merit based approach in accordance with Equal Opportunity Policy and relevant employment legislation.
- To meet or exceed business planning needs and strategic objectives.
- To maximize the effectiveness of the Institute's recruitment and selection practices.

Process Overview

Preparing to Recruit

- Assess Strategic Requirements – Job Analysis – Position Description – Person Specification
- Approval

Recruitment and Selection

- Advertise/Search Process
- Privacy
- Shortlist
- Selection Planning Meeting
- Reference Checks
- The Interview and Selection Decision
- Appointment
- Successful Applicants

APPOINTMENT COMMITTEE

RATIONALE

Appointment Committees is an advisory committee to the Chairman; to consider applications for appointment to Institute vacancies, shortlist applicants, conduct interviews, consider referees' reports and recommend appointments to the Chairman.

Appointment committees are concerned with the selection of appointees. Recommendations to the Chairman regarding salary levels are the responsibility of the Director/Principal in consultation with the Vice-Chairman.

APPOINTMENT COMMITTEE CONSTITUTIONS

1. All Staff is selected by the committees set out below, irrespective of the source of funding.
2. A minimum of two interviewers is an overriding requirement for any appointment.
3. Appointment committees should be kept as small and relevant as possible.

CONSTITUTIONS

The following arrangements cover appointments.

Academic Staff other than Lecturer/Professor/Asst. Professor

1. Vice Chairman (nominee of chairman).
2. Principal/Director of the Institute.
3. Sr. Staff Member/CAO in consultation with the Chairperson.
4. One outside expert appointed by the Chairman from names suggested by the Principal/Director.

DIRECTORS OF DIVISIONS

1. The Chairman or nominee.
2. A Principal appointed by the Chairman.
3. A member of staff from the relevant Division appointed by the Chairman.
4. One outside expert appointed by the Chairman.

GENERAL STAFF MANAGERIAL OR OTHER KEY POSITIONS WITH HIGH LEVELS OF RESPONSIBILITY

1. The Vice Chairman.
2. The relevant CAO or nominee.

ALL OTHER GENERAL STAFF POSITIONS

1. The Vice Chairman.
2. The relevant CAO or nominee.