



RECRUITMENT & SELECTION POLICY



This policy outlines the Organisation's commitment to compliance with the Employment Equality Acts, 1998-2015, by providing equality of opportunity in our recruitment procedures.



This policy applies to all applicants for employment with the Organisation and to existing Employees applying for internal positions in the Organisation. Anyone involved in recruitment and selection on behalf of the Organisation is expected to comply with the provisions of this policy.



This Organisation is committed to providing equality of opportunity with respect to vacancies that arise. As such, the Organisation strives to ensure a recruitment process free from any form of illegal discrimination. Recruitment decisions will be taken without reference to an applicant's gender, civil status, family status, sexual orientation, age, disability, race, religion or membership of the Traveller community, unless these are legitimate requirements for the post as permitted in the relevant legislation. In order to source the best candidates, selection criteria will be based on the skills, qualifications and experience necessary for successful performance in the role.



Prior to engaging in the recruitment process, the skills, experience and qualifications necessary for the successful candidate will be identified. Applications will be screened against these requirements. Interviews will be conducted in a fair manner ensuring that questions are designed to seek information relevant to performance in the position. Other selection methods may be employed where appropriate, for example reference checking.

A candidate for employment who has a disability will be provided reasonable

accommodation to facilitate their ability to compete for a post, and to fulfil a post where he/she is the most suitable candidate for the role. Reasonable accommodation will only be provided where it does not present a disproportionate burden on the Organisation.

Records related to unsuccessful candidates may be retained for up to 12 months following appointment of the successful candidate.