

**RCSI**

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## **Recruitment & Selection Policy**

### **Purpose**

RCSI is committed to being an employer of choice and to providing an inclusive environment where everyone feels they are treated fairly, valued and respected.

RCSI recognises that everyone has a contribution to make to our community and a right to equal treatment. The purpose of this policy is to support candidates to make an application for employment and to ensure that no job applicant will be discriminated against by us at any stage of the recruitment process on the grounds of: age, civil status, disability, gender, family status, race, religion, sexual orientation or being a member of the travelling community.

### **Scope**

This policy applies to the recruitment and selection process for all RCSI appointments.

### **Policy Statement**

It is the policy of RCSI that recruitment and selection is conducted in an efficient and effective manner and in compliance with the Employment Equality Acts 1998-2015 and the RCSI Equality and Diversity Policy. This is with the specific purpose of ensuring appointment decisions result from the application of fair and objective procedures which afford candidates adequate opportunity to submit and progress their applications.

The key principle underpinning this policy is to attract quality applicants and ensure the candidate best suited to the position will be selected. This principle is consistent with the RCSI's vision to develop healthcare leaders who make a difference worldwide.

RCSI accommodates the reasonable requirements of individuals to facilitate their participation in the recruitment and selection process. It is the policy of RCSI that its

recruitment procedures should be open, efficient, transparent, supportive and internationally comparable as well as tailored to the type of position advertised.

## **Procedure**

Vacancies are open to all suitably qualified candidates, subject to their satisfying the necessary educational qualifications, skills and experience criteria relevant to each individual post, as detailed in the Job Description/Person Specification.

In some instances, RCSI may decide not to advertise a vacancy externally if it is deemed that suitably qualified and interested candidates exist within the existing RCSI staff.

Reasonable accommodation will be made at all stages of the recruitment process to facilitate a disabled candidate participating fully in the process, and in order for a successful disabled candidate to undertake the post.

## **Approval of Vacancies**

All roles must be reviewed by the RCSI Senior Management Team prior to the commencement of a recruitment campaign.

## **Application**

All applications should be made online by submitting a CV, covering letter and any other supporting documentation that is requested. The CV must include: education history (institution name, start and end dates of courses, qualification gained), details of membership of any professional organisations, details of current or most recent employer (name and address of current organisation, job title, salary and duties) and details of previous employment. The covering letter should address how an applicant's knowledge, skills, and abilities meet the requirements of the person specification.

## **Job Description & Person Specification**

Formal job descriptions and person specifications will be provided for all vacancies advertised. The experience requirements and educational qualifications specified will relate strictly to those necessary for the effective performance of the position and any essential requirements will be clearly specified.

## **Short Listing**

All CV's and covering letters/ forms submitted will be screened against the required criteria for the position listed in the Job Description and Person Specification.

Applicants are strongly encouraged to ensure their CV and covering letter clearly and fully describes how they satisfy the Person Specification.

Short listing will result in a list of the candidates whose applications most closely match the criteria detailed in the Job Description/Person Specification, the reasons for which will be recorded. A candidate who does not satisfy the criteria for the position will not be short listed.

The short listed candidates will go forward to the next stage of the selection process and will be notified accordingly. Those not shortlisted will be notified by email within a reasonable time frame.

RCSI does not reimburse expenses incurred by candidates attending for interview. Where an interview takes place online, it is the responsibility of the interview candidate to ensure adequate internet connectivity and access to the relevant online platform.

## **Selection Methods**

In general the selection methods used by RCSI may include any or all of the following:

- Screening of curriculum vitae and covering letter
- Interview (initial and further, as required)
- Formal presentation (for specific appointments)
- Verification of publications / qualifications
- Aptitude testing
- Reference checks
- Garda Vetting (for specific appointments)
- Psychometrics
- Pre-employment Medical

## **Interview**

Short-listed candidates will be invited for interview, this interview may be online or in person as appropriate.. The members of the Interview Panel will be provided with a copy of the candidates' CV and covering letter and will agree in advance of the interview the format and areas of coverage for questioning during the interview. A competency based marking scheme will be prepared with reference to the Job Description and Person Specification.

Interview panels will bring together diverse expertise/competencies and will aim to have a gender balance. Where appropriate and feasible, panels will include members

from different sectors (public & private) and disciplines, with the relevant experience to assess candidates.

Members of interview panels will be provided with appropriate training and guidance materials.

Interview Panels will in all cases include a member of the Senior Management Team or a suitable nominee. They may also include other RCSI managers and persons drawn from other academic institutes and industries, depending on the seniority and scope of the vacancy. Where feasible, we will endeavour to ensure that there will be a minimum of 40% male and 40% female representation on the panel.

## **Presentation**

Some appointments may require the candidate to make a formal presentation to the Interview Panel. Details of this and the presentation title and brief will be notified to candidates in advance of the interview.

Candidates will be advised of the presentation format and the presentation facilities that will be available. Candidates should advise RCSI of any reasonable accommodation they need in order to participate fully in the interview and presentation.

## **Verifications of Publications/Qualifications**

Where appropriate, candidates will be required to provide notarised verification of their academic qualifications. RCSI reserves the right to check authenticity with the relevant awarding bodies. In addition RCSI reserves the right to verify publications with the relevant bodies.

## **Apptitude testing**

In some instances, where a role requires a particular skill set not easily measured through a competency based interview RCSI reserves the right to include aptitude testing as part of the interview process. This testing may be conducted in advance of the interview, or following the interview but in advance of an offer being extended.

## **Reference Checks**

The offer of employment or appointment to a role may be subject to satisfactory references. For certain appointments such as Senior Medical appointments, references may be called for prior to interview. As a matter of principle candidates will be asked for permission before references are sought.

## **Garda Vetting**

In line with current legislation the offer of employment or appointment for certain roles will be subject to satisfactory Garda Vetting/Police Clearance checks. Where this is required for a role this will be outlined within the job description at the time the role is advertised.

## **Psychometrics**

Candidates may be required to undergo psychometric testing to assist the selection process. In such circumstances candidates will be notified in advance.

## **Pre-Employment Medical**

An offer of employment may be conditional upon a nominated candidate undergoing a pre-employment medical examination and providing a satisfactory medical report. In such circumstances this will be outlined in the Job Description when the post is advertised.

## **Communication with Unsuccessful Candidates**

A member of the Recruitment Team will advise all unsuccessful candidates as soon as is practicably possible after the completion of the Selection / Interview process (where possible within 2 weeks). Direct (written and/or verbal) feedback will be offered and provided by the Recruitment Team.

## **Record Keeping**

The recruitment panel is expected to keep records of shortlisting and interview decisions and to submit all records and notes to Human Resources once an appointment has been made.

A record of the shortlist, interview and relevant documents arising from the interview will be retained for at least 12 months after the recruitment and selection process has been completed.

## **Data Protection**

All applications will be treated confidentially in accordance with Data Protection legislation. All personal information provided by candidates will be treated as

confidential, and will only be considered by those staff with a legitimate interest in the appointment.

### **Getting Further Help**

The Human Resources department is available to support all current and prospective staff in understanding or implementing the content of this policy and procedure.

### **Policy Review**

The Human Resources Department will ensure that this policy will be monitored and kept under review.