

Recruitment Guidelines for Managers

Please see below the recruitment steps and processes for managers:

<p>Phase 1: Establishing a Vacancy</p>	<ol style="list-style-type: none"> 1. Establish if a vacancy is required. 2. Put together an initial draft Job Description, advising of requirement, length of role, type of role etc. <p>See Point 1 of Recruitment and Selection: Practices & Procedures. See Points 3 – 5 of Recruitment and Selection: Practices and Procedures for drafting a job description.</p>
<p>Phase 2: Approval for Vacancy</p>	<ol style="list-style-type: none"> 1. Seek approval for the role with both HR in the first instance. 2. After official approval, Line Managers must draft a job description in full. HR can assist in this process. 3. Before a role is finally drafted and approved, Line Managers must complete the Recruitment Request Form (RRF) before submitting to HR for initiation of the specific recruitment need. 4. The RRF must be signed by the Line Manager, HR, Director of Strategy and Operations and the President to ensure approval. <p>See Point 2 & 6 of Recruitment and Selection: Practices & Procedures.</p> <p><i>Note(s)</i> <i>*A post cannot proceed until the completed RRF is fully signed by all members mentioned above.</i> <i>*You will be advised by HR if any additional approvals are required.</i></p>
<p>Phase 3: Advertising the Vacancy</p>	<p>HR, once all the relevant steps have been carried out, will draft an Advertisement of the role.</p> <ol style="list-style-type: none"> 1. Line Managers will be provided with a draft advertisement for final review ahead of final advertisement, advising of changes/amendments. 2. All applications received will be forwarded to the line manager for shortlisting, giving the Line Manager the opportunity to assess all applications against the selection criteria. <p>See Points 7 & 8 of Recruitment and Selection: Practices & Procedures</p> <p><i>Note(s)</i> <i>*To avoid any real or perceived conflict of interest, Carlow College staff involved in recruitment and selection should avoid interviewing and/or making hiring decisions on immediate family/friends.</i></p>
<p>Phase 4: The Interview Process</p>	<ul style="list-style-type: none"> • Line Managers will participate in the drafting of the selection criteria of candidates. • Line Managers will participate and engage in the Interview Process. • Line Managers will provide all recruitment documents to HR (i.e. signed shortlisting criteria form, recruitment notes and candidate selection form). • Participate in the interview feedback to all internal candidates both successful and non-successful. <p>See Points 7 & 8 of Recruitment and Selection: Practices & Procedures</p>
<p>Phase 5: Induction</p>	<p>Once a contract of employment has been returned by the new hire accepting the offer of employment, the following steps should be followed by managers re induction:</p> <ul style="list-style-type: none"> • All line managers are responsible for welcoming and inducting new hires into the College. • All managers should meet and greet the new hire on their first day of employment. • A new hire checklist is emailed from HR to the manager ahead of commencement of employment.
<p>General Information</p>	<ul style="list-style-type: none"> • Familiarise yourself with the recruitment process and adhere to all relevant processes, procedures and documentation. • At all times, ensure that every candidate is treated fairly, adhering to both the Colleges <i>Equality Policy</i> and <i>Recruitment and Selection Policy</i>. • Always seek advice and guidance from HR for information pertaining to recruitment and selection.