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COUNTY COUNCIL

Clare County Council Recruitment and Selection Procedure

REVISION HISTORY

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Recruitment and Selection Procedure

1. Statement

- 11** It is the policy of Clare County Council that the recruitment and selection procedure shall be operated in an open and fair manner, in line with good practice recruitment and selection standards, employment legislation and relevant circulars from the Department of Housing, Local Government and Heritage (DoHLG&H)
- 12** There are protocols in relation to the filling of vacancies, for example, the Public Appointments Service is responsible for the filling of specific senior posts in the local authority and the filling of all other posts will be managed by the individual local authority through (recruitment competitions).

2. Purpose

- 21** The purpose of this recruitment and selection procedure is to provide a robust framework, based around core recruitment and selection principles outlined below, within which to facilitate the recruitment and selection of high calibre employees.

3. Scope

- 31** This recruitment and selection procedure applies to candidates for all competitions (internal/external) i.e., employees of this Council, employees of the Local Authority Sector and any external candidates. This procedure covers all activities that form part of the recruitment and selection process.

4. Legislative Requirements and Guidance

- 41** The Council has regard to all relevant legislative requirements and Guidance in its recruitment and selection processes, including:
- ***Local Government Acts, 2001 - 2014*** – the recruitment and selection process will have regard to the Local Government Acts.
 - ***Department of Housing, Local Government and Heritage Circulars*** - recruitment and selection will be carried out in accordance with the relevant DoHLG&H Circulars.

- **Equality Acts** – the recruitment and selection process will have regard to all equality considerations. Employment opportunities will be accessible to all eligible applicants, including people with disabilities, for whom all appropriate reasonably accommodating facilities (online interviews, accessible interview rooms, sign language interpreters) are provided to ensure that they have the opportunity to perform to their optimum at interview.
- **Official Languages Act, 2003 - 2021** in accordance with government policy and strategy for the Irish Language having regard to our county's cultural identity, the Council is committed to achieving its obligations under the Official Languages Act on a planned basis.
- **Freedom Of Information** – all information received and processed by the Council is treated in confidence subject to the requirements of the Freedom of Information Acts.
- **Data Protection Acts 1988 - 2018** the information submitted with an application is used in processing the candidature and subsequent employment (if successful), and such information is held subject to the rights and obligations of the Data Protection Acts.

5. Core Principles

5.1 This recruitment and selection procedure (and any relevant procedures) sets out the commitment by the Council to comply with standards of best practice and integrity in its recruitment and selection procedures. This procedure outlines the obligations and responsibilities of applicants who apply for employment with the Council. The Council's recruitment and selection procedure is based on the following principles:

- Probity (integrity, impartiality, fairness, reliability, ethical conduct, and confidentiality).
- Merit (a transparent, competitive recruitment process where the criteria for assessing suitability of candidates can be related directly to the qualifications, attributes, skills, and competencies required to fulfil the

duties and responsibilities of the post).

- Best practice (adhering to good practice recruitment and selection procedures extends to all aspects of the appointment process).
- Consistency and transparency (treating candidates fairly, to a consistent standard and in a consistent manner providing for transparency and open and active communication with candidates during the recruitment and selection process).

6. Equal Opportunities Statement

61 The Council shall work to promote a culture of equality and to develop equality and recruitment policies and procedures to ensure that all candidates are selected on merit. The Council shall endeavour to ensure that the selection process does not provide unjustifiable advantage or disadvantage to any particular candidate or group of candidates. The recruitment and selection process shall embrace genuine equality of opportunity, and this will be integral to the process by which appointments are made.

62 It is the Council's intention to have recruitment and selection processes and procedures which are open to all, irrespective of a candidate's background, personal beliefs, or circumstances. The Council shall therefore provide appropriate assistance and accommodation wherever possible, unless to do so would be to unlawfully disadvantage another candidate. This may include providing easily accessible interview facilities, agreeing an appropriately timed interview, arranging an alternative medical examination location or time, supplying, or arranging appropriate equipment.

7. Responsibilities

7.1 Human Resources Department / Recruitment Team

The Council's Human Resources Department / Recruitment Team has overall responsibility to manage the recruitment and selection process in a confidential manner, in accordance with the core principals of recruitment and selection.

72 *Line Managers*

Line Managers have the responsibility to work with the HR Department /Recruitment Team on recruitment and selection in accordance with the core principals of recruitment and selection. Key responsibilities include identifying the job and person specifications, reviewing candidate's eligibility, attending interview training, and participating on interview boards in-house and/or in other local authorities.

73 *Candidates*

Candidates in the recruitment process shall not:

- knowingly or recklessly provide false information
- canvas any person, with or without inducements
- interfere with or compromise the process in any way.

74 Candidates have the responsibility to provide verification of the education qualifications deemed necessary for the post. Candidates have the responsibility to provide verification of their identity if requested.

75 Candidates should note that canvassing (representations being made on or behalf of the candidate) will disqualify them and will result in their exclusion from the appointment process.

76 A third party shall not personate a candidate at any stage of the process.

77 Candidates shall not be less than 18 years of age on commencing employment.

78 *Conflict of Interest*

Any person involved in a selection process who has a personal or familial relationship with an applicant shall immediately bring this to the attention of the Human Resources Department.

8. Eligibility Criteria and Education Qualifications

81 Where appropriate, the DoHLG&H has responsibility for setting and approving eligibility qualifications for appointments to local government posts. There may be exceptions with local posts where locally agreed qualifications apply. Eligibility criteria shall be outlined in each job description.

82 *Verification of Education Qualifications*

The Council values the function of appropriate documentation in assisting candidates to self-select for suitable vacancies, to inform them of the process and procedures and of the standards which apply. For each advertised vacancy, the Council will make the eligibility criteria available, and applicants shall have a responsibility to provide verification of the education qualifications deemed necessary for the post when submitting application forms.

9. *Job Description, Person Specification and Competencies*

91 A job description/person specification and competency profile will be developed or updated for any vacant post that is to be filled.

92 *Job Description*

The job description should accurately reflect all elements of the post and qualifications.

93 *Person Specification*

The person specification shall state both the essential and desirable criteria in terms of skills, aptitudes, knowledge, and experience that are required for the job, all of which shall be directly related to the job and applied equally to all applicants.

94 *Competencies*

For the local government sector, competencies have been defined as the behaviour, skills and attitudes that underpin effective performance. Competencies provide a practical menu of the critical skills and visible on the job behaviours that underpin effective on the job performance and make an explicit link between the behaviour of employees in a role and the level of service that is provided.

10. *Communication of Vacancies*

101 For competitions managed by the local authority, the Council is committed to ensuring that vacancies are communicated openly to afford equality of opportunity. The appropriate methods of communication for vacancies are selected which offer value for money and are appropriate to the vacancy under consideration.

102 Advertisements should be drawn up advising of the vacancy and indicating where the relevant information can be accessed. Full details and particulars should be made available.

103 To encourage diversity of applicants, vacancies are advertised using at least **two** of the following:

- Local Authority Website and/or Intranet and/or Extranet and/or Staff Newsletter
- Local Government Jobs.ie
- Local and/or National Press
- Specialist Journals
- Recruitment Websites
- Employment Agencies
- University or other 3rd level institution careers services
- Professional Bodies
- Representative Organisations
- Social Media Platforms
- Public Jobs.ie
- Other appropriate sources

11. Applications

11.1 The Council shall specify the method of application in the job advertisement.

- Applications are received online up to the closing date/time as specified in the job advertisement.
- Receipt of applications will be acknowledged by the Council.
- The council may request verification of education qualification (for example result transcripts) or essential qualifications at this stage of the selection process. If not submitted when requested, the application will be excluded from the competition.

12. Selection Procedure

The following are the key steps in the selection procedure

121 Screening/Eligibility

In the first instance, all applications will be screened for eligibility using the principles of the eligibility criteria, where appropriate. Applicants who possess the required eligibility criteria will be progressed to the next stage of the selection process. The local authority may request verification of education qualification (for example results transcripts) at this stage of the selection process. If not submitted within the specified timeframe, the application will be excluded from the competition.

122 Shortlisting

Where a large number of applications are received for a post, the Council reserves the right to shortlist as required. Shortlisting may be conducted i.e., desktop shortlisting or through a shortlisting interview.

123 Other Selection Methods

The selection process may involve additional assessments, tests, or interviews. Applicants will be notified of these additional stages, if applicable.

124 Interview Procedure

Interviews shall be carried out in line with the agreed interview board procedures. Details of interviewers are not disclosed prior to the interviews commencing.

13. Panel

131 For some competitions, a panel of successful candidates may be formed as a result of the interviews. The interview board may recommend a panel of successful candidates to the Chief Executive (or delegated official) for approval. The placement on a panel does not necessarily lead to a job offer. The selection process will not be concluded until such time as references have been sought and clearance checks, i.e., Garda vetting, occupational health, verification of education qualifications and experience have been carried out.

14. Notification of Outcome of the Selection Procedure

141 Candidates shall be notified of the outcome of any shortlisting procedure as soon as possible.

142 Candidates shall be notified of the outcome of their interview at the earliest possible date after the interview. If a candidate has been placed on a panel, the candidate shall be informed of their position on the panel. The lifetime of any panel will be one year from the date it is formed but may be extended for a further period of up to 6 months to 1 year at the Chief Executive's discretion.

15. Feedback to Candidates

151 The Council is committed to offering feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner. In this regard, Clare County Council will automatically forward the marks awarded to you at interview and comments made by the Interview Board.

16. Right to information and to review

161 Candidates have a right to information and a review of the recruitment and selection procedure. The Council will consider appeals in relation to eligibility, short-listing and final decisions of interview boards. Such appeals must be made by candidates in writing within **7 working days** of notification of the relevant decision. On receipt of appeal, the selection decisions will be re-visited, and the candidate will be informed of the outcome of this review.

17. Appointment

171 Once a panel has been approved by the Chief Executive (or delegated official) an offer of employment will be issued as appropriate. Offers of employment shall be taken up within the specified time constraints, as prescribed by the Council, and are subject to satisfactory employment checks being completed. The terms and conditions of the appointment should be in accordance with the appropriate relevant Circulars.

Commencement of appointment shall be within 1 month of an offer being made and candidate accepting unless otherwise agreed.

18. Employment Checks

The following employment checks shall be completed for successful candidates:

181 *Verification of Education Qualifications*

Verification of education qualifications, i.e., original results transcripts, shall be required from candidates before any job offer can be made.

182 *Garda Vetting*

Garda Vetting may be sought in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Act 2012.

183 *References*

The Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions, or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees. Information sought from referees shall be structured around the requirements of the job and the job description, person specification and/or competency profiles should be provided. Referees shall only be contacted with the candidate's consent. The information provided shall be treated as confidential and shall be used to verify information collected through the selection process. Documents relating to all applicants will be treated with the utmost confidentiality and in accordance with the Data Protection Acts.

184 *Pre-employment Medical Assessment*

Where appropriate, candidates will be required to undergo a pre-employment medical assessment as a condition of a job offer.

19. Employee Awareness

191 All employees of the Council are obliged to familiarise themselves with the Council's recruitment and selection procedure. The procedure will be provided as part of induction and general employee awareness activities. Employees may be required to acknowledge receipt of the recruitment and selection procedure.

20. Infringements of the Recruitment and Selection Procedure

20.1 If a candidate is found to have breached this procedure, then

- Where they have not been appointed to a post, they will be disqualified as a candidate
- Where they have been appointed subsequent to the recruitment process in question, they shall forfeit that appointment.

20.2 Any breach of this recruitment and selection procedure may result in disciplinary action for council employees, up to and including termination of employment, in line with the Council's Disciplinary Policy.

21. Freedom of Information and Data Protection

21.1 Records created, maintained, and stored by the Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. The Council shall comply with the Records Retention Policy for Local Authority Records and any other relevant records retention policies

21.2 Subject to the provisions of the Freedom of Information Acts, 1997 - 2014; applications will be treated in strict confidence.

21.3 General Data Protection Regulation:

The basis for processing your personal data is to progress your application for the position you have applied for with Clare Council under the Terms of the Employment (Information) Act 1994, Recruitment and Appointment Act 2004 and Human Resources Department policies and procedures.

Personal information is processed under Article 6(1)(b): Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract and Article 6(1)(c): Processing is necessary for compliance with a legal obligation to which the controller is subject in this case: Public Service Management (Recruitment and appointment Act 2004).

Personal data sought for the purpose of recruitment will include your name, your contact details including home address, e-mail address and mobile phone

number, next of kin details, particulars of education, details regarding your record of employment, verification of education qualification (for example result transcripts) or essential qualifications as outlined in the candidate information booklet and confirmation if you require an employment permit / visa / or work authorisation.

Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated short-listing and / or interview board. If, following the competition you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File.

Storage Period

Your application will be retained in accordance with the National Retention Policy for Local Authority Records.

22. Privacy Statement

Clare County Council's privacy statement can be accessed at
[Privacy statement | Clare County Council \(clarecoco.ie\)](#)

Clare County Council's Candidate Privacy Notice can be accessed at the councils career page [Current Vacancies | Careers in the Council | Council | Clare County Council \(clarecoco.ie\)](#)

23. Monitoring and Review

- 23.1** The Council shall monitor the implementation of and compliance with the recruitment and selection procedure and will review it on a regular basis.