



Recruitment Policy and Procedure

1 Policy Statement

Tribli CLG t/a Exchange House Ireland National Travellers Service's Policy & Procedures in relation to recruitment and selection is to provide equal access to employment for all and to ensure that the best person, in terms of knowledge, skills, experience and aptitude, is chosen for each position that arises.

Exchange House Ireland's Recruitment Policy is in keeping with its Equal Opportunities Policy.

2 Purpose

This policy sets out Exchange House Ireland's Recruitment and Selection guidelines including information relating to:

- Job descriptions
- Person Specifications
- Application Forms
- Advertising Job Vacancies
- Application Procedures
- Shortlisting Procedures
- Interviewing
- Reference Checks
- Offers of Employment
- Management of Panels
- Unsuccessful Candidates.

This policy should be applied whenever a position becomes available within Exchange House Ireland.

3 Scope

This document applies to all Chairpersons, Directors, Sub-Committee Members, employees, contracted individuals providing services on behalf of Exchange House Ireland, contractual third parties, agents of Exchange House Ireland and Leaders who have access to the information of individuals seeking to work for Exchange House Ireland or who are involved in the recruitment process.

All users **must** understand and adopt this policy and are responsible for ensuring that this policy is adhered to. All users have a role to play and a contribution to make to ensure that the most suitable candidate is chosen for each position that arises.

4 Recruitment Process

1	Determine need	When a post is created or becomes vacant the Human Resource and Staffing Sub-Committee (HRSC) and the CEO will consider what is required from the post, taking into account any information from the exit interview.
2	Produce a job description	The existing job description will be reviewed to ensure that it adequately reflects the duties and responsibilities of the post. If the post is new, the job description must contain a clear statement of the main duties, responsibilities and standards required to do the job satisfactorily.
3	Produce a person specification	This is a list of the relevant experience, qualifications and personal attributes an individual must have in order to do the duties listed in the job descriptions and these will be identified prior to commencement of the process
4	Authority to proceed	The HRSC and the CEO must seek, and be given, approval from the Board of Management to proceed with the recruitment and selection process using the job description and the person specification already produced.
5	Administration	The CEO will organise administration to ensure an efficient and effective recruitment process.
6	How are candidates to be attracted	The HRSC and the CEO will consider the most appropriate method of sourcing applications e.g. internal/external advertisement. The advertisement should reflect the job description and person specification. The CEO will also decide if potential candidates are required to telephone or write for application packs.
7	Job Information	Application packs. The application form, job description, person specification and any other details should be prepared for potential applicants. On receipt of completed documents they should be recorded and kept confidentially.
8	Shortlisting	Only information relevant to assessing the individual's ability, to do the job they have applied for, should be considered. The standard assessment form adapted to meet the specific requirements of the job and person specification should be used to record shortlisting requirements. Applicants should be notified whether they are successful or unsuccessful. Successful applicants should be called for interview. Consideration should be given regarding interview times to

		<p>the distance to be travelled by interviewees.</p> <p>The next stage of the selection process should be carried out by the appropriate Line Manager and the CEO. It may be necessary for applicants to undertake an in-try exercise or aptitude test before being interviewed. If necessary, it will be created by the CEO.</p>
9	Interview	<p>Interview questionnaires and other appropriate interview documents should be created and relevant scoring methods should be made clear to the panel members. Bullet point model answers and the values of each should be prepared to help with assessment. The panel members should familiarise themselves with the questions and other details before the interview.</p> <p>During and following the interview the panel will independently award marks to each candidate.</p>
10	Final selection	<p>The panel will collate the results of interviews and an applicant may be recommended for the post. If the panel is in doubt as to which applicant to appoint because two or more candidates have very close marks, they may consider going to second interview. If there are no suitable applicants, the panel should discuss the situation and agree on whether to re-advertise or review the post.</p> <p>If an appointment is agreed, the successful and unsuccessful applicants should be notified of the outcome. Where reserve candidates are identified they should be advised of this and that may be offered employment if this or a very similar post becomes vacant over the next twelve months.</p> <p>Final offer will be made only after satisfactory reference checks and Garda Vetting as outline in the Exchange House Ireland Garda Vetting Policy.</p>
11	Induction	<p>The HRSC and the CEO will agree with the appointee a start date and arrange for appropriate induction to take place.</p>

5 Record Keeping

- A full set of records for each successful candidate will be kept. This will form the basis of their Personnel Record during their time with Exchange House Ireland.
- A set of records will be kept for each unsuccessful candidate for 12 months only. They will then be destroyed.
- All records will be kept in line with requirements of Data Protection Act and Freedom of Information Acts.

6 Policy Enforcement

Breaches of this policy will be subject to disciplinary policy and procedures, contractual terms and conditions and civil and criminal law as appropriate. If you do not understand the implications of this policy or how it may apply to you, please seek advice by contacting your line manager at your earliest convenience.

While every effort has been made by Exchange House Ireland to ensure that the information contained in this policy is accurate and up-to-date the contents of these pages should not be relied upon as a substitute for independent Human Resources or other legal advice. No responsibility or liability is accepted by Exchange House Ireland for any errors or omissions in this policy or for any use the information may be put to.

7 Policy Governance and Review

This policy is developed by Exchange House Ireland. It is available to any interested party and is available on our website. The Board of Management have approved this policy on [DATE]. The policy will be review no longer than 1 year from approval date, and then every 3 years following.

8 References

- Employment Equality Acts, 1998 and 2004
- Equal Opportunities Policy 2017
- Data Protection Act 1998
- Freedom of Information Act 1997

9 Appendices

- Appendix 1 – Job Advert Template
- Appendix 2 – Job Description and Person Specification Template
- Appendix 3 – Application Form Template
- Appendix 4 – Interview Panel Score Sheet Template
- Appendix 5 – Reference Score Sheet

Version
Number 1

Date of
Approval

Review
Date



EXCHANGE HOUSE IRELAND
National Travellers Service

Exchange House Ireland now wishes to recruit a

[TITLE OF POSITION]

Exchange House Ireland National Travellers Service is seeking a suitable candidate to fill a position of [TITLE OF POSITION] to [ONE OR TWO SENTENCES TO BRIEFLY DESCRIBE THE ROLE]

[PARAGRAPH OUTLINING DESCRIPTION OF SERVICE IN RELATION TO EXCHANGE HOUSE IRELAND OVERALL MISSION & VISION]

[DETAILS OF VERY RELEVANT INFORMATION (may not be necessary)]

This is a [FULL-TIME / PART-TIME] position of [NUMBER OF HOURS] hours a week

The salary will be in the range of [SALARY RANGE IN FIGURES] as per the [NAME OF SCALE] commensurate with qualifications and experiences

Application form is available on www.exchangehouse.ie or www.activelink.ie

Completed Applications Forms should be sent to:
(CVs will not be accepted)

[TITLE OF SERVICE MANAGER / CEO / CHAIRPERSON]
Exchange House Ireland National Traveller Service
61 Great Strand Street
Dublin
D01 WC97

Or emailed to info@exchangehouse.ie

Closing date for applications is [TIME] [DAY] [DATE]

Shortlisted candidates will be interviews on: [DAY] [DATE]

*All positions in Exchange House Ireland are subject to Garda Vetting and full reference checks.
Exchange House Ireland is an Equal Opportunities Employer and welcomes applications from
members of the Traveller community.*



EXCHANGE HOUSE IRELAND

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Exchange House Ireland now wishes to recruit a

[TITLE OF POSITION]

Exchange House Ireland National Travellers Service is seeking a suitable candidate to fill a position of [TITLE OF POSITION] to [ONE OR TWO SENTENCES TO BRIEFLY DESCRIBE THE ROLE]

[PARAGRAPH OUTLINING DESCRIPTION OF SERVICE IN RELATION TO EXCHANGE HOUSE IRELAND OVERALL MISSION & VISION]

[DETAILS OF VERY RELEVANT INFORMATION (may not be necessary)]

Job Description

Location:

- [LOCATION]

Reporting To:

- [TITLE OF LINE MANAGER]

Catchment Area:

- [AREA (if necessary)]

Job purpose:

- [BULLET POINTS OF MAIN PURPOSE OF ROLE (may not be necessary)]

Key responsibilities:

- [BULLET POINTS OF POSITION RESPONSIBILITIES]
- [MAY DIVIDE INTO SECTIONS OF "GENERAL" AND "SPECIFIC"]

NOTE: This job description is not exhaustive and is given more as a guideline. Unforeseen policy changes or emerging needs may create new and different demands on the position.

Person Specification

Qualification:

- [BULLET POINTS OF REQUIRED QUALIFICATIONS]

Experience:

- [BULLET POINTS OF REQUIRED EXPERIENCE]

Essential Skills:

- [BULLET POINTS OF ESSENTIAL SKILLS REQUIRED]

Desirable Skills:

- [BULLET POINTS OF DESIRABLE SKILLS REQUIRED]

Other Requirements:

- [BULLET POINTS OF OTHER REQUIREMENTS]

This is a [FULL-TIME / PART-TIME] position of [NUMBER OF HOURS] hours a week

The salary will be in the range of [SALARY RANGE IN FIGURES] as per the [NAME OF SCALE] commensurate with qualifications and experiences

There is a probation period of [LENGTH OF TIME]

Application form is available on www.exchangehouse.ie or www.activelink.ie

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(CVs will not be accepted)

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EXCHANGE HOUSE IRELAND
National Travellers Service

CONFIDENTIAL APPLICATION FORM
for the post of [TITLE OF POSITION]

Please note that selection will be based on information in the application form alone and CVs will not be considered. This form may be handwritten or typed.

PERSONAL DETAILS

Name

Address

Telephone

Email

Do you hold a *full current* driving licence?

Yes

No

Do you access to a car for work?

Yes

No

RELEVANT EDUCATION AND TRAINING HISTORY

Qualification

Grade

Name of University / College /
Qualifying Institute

Qualification

Grade

Name of University / College /
Qualifying Institute

Other relevant Education and/or
Training completed

PRESENT EMPLOYMENT

Name of
Employer

Address of
Employer

Post Held

Duties of Post

Date Appointed

Present Salary

Period of Notice

[Empty dotted box for Period of Notice]

PREVIOUS WORK EXPERIENCE (including voluntary experience)

Employer	[Empty dotted box for Employer]
----------	---------------------------------

Post Held	[Empty dotted box for Post Held]
-----------	----------------------------------

Main Duties and Responsibilities	[Empty dotted box for Main Duties and Responsibilities]
----------------------------------	---

Period of Employment	[Empty dotted box for Period of Employment]
----------------------	---

Reason for Leaving	[Empty dotted box for Reason for Leaving]
--------------------	---

Employer	[Empty dotted box for Employer]
----------	---------------------------------

Post Held	[Empty dotted box for Post Held]
-----------	----------------------------------

Main Duties and Responsibilities	[Empty dotted box for Main Duties and Responsibilities]
----------------------------------	---

Period of Employment	[Empty dotted box for Period of Employment]
----------------------	---

Reason for Leaving	[Empty dotted box for Reason for Leaving]
--------------------	---

Employer	[Empty dotted box for Employer]
----------	---------------------------------

Post Held	[Empty dotted box for Post Held]
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Main Duties and Responsibilities

--

Period of Employment

--

Reason for Leaving

--

EXPERIENCE RELEVANT TO THIS POSITION

Question 1

--

Question 2

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Question 3

Question 4

[Empty box for responses]

[EXAMPLES OF QUESTIONS (job specific noted where necessary)]

LTI Coordinator/Assistant Coordinator – Please describe your experience of working within an Adult Basic Education context or community setting or equivalent?

FSCIS Generic – Please tell us more about your experiences of delivering person centred approaches, referring to the required experiences, skills and attributes as set out in the job description?

FSCIS Generic – Please outline your understanding of the health and social challenges facing marginalised groups in Ireland, particularly the Traveller community and the role of intercultural and anti-discrimination practice to overcome these challenges.

FSCIS Generic – Please outline your understanding of planning for interventions with families and give relevant examples.

FSCIS Generic – Please state your experience in Crisis Intervention and give relevant examples.

FSCIS Generic – Please describe your experience of working with families, women or children experiencing domestic violence.

Addiction Service – Please describe your experience of working within an addiction service setting or equivalent referring to the required experiences, skills and attributes as set out in the job description.

NTMHS Generic – Please describe your experience of working in the area of mental health and suicide prevention and recovery.

NTMHS Generic – Please describe your experience of working within a health / social work / community setting or equivalent – particularly with individuals experiencing mental health issues.

NTMHS Generic – Please describe your experience of delivering and/or developing programmes and training.

Generic - Please outline your knowledge of the Traveller community.

Generic - Please outline your understanding of, and commitment to, intercultural and anti-discrimination practice.

Generic - Please state your experience of administrative tasks, monitoring, evaluating and compiling reports on projects/initiatives that you have being part of or managed.

Generic - Please outline a situation where you demonstrated your ability to act as a solution focused person.

Generic - Please state why you are interested in employment with Exchange House in particular.

Generic - Please describe your work experience particularly with marginalised individuals/communities.

Generic - Please state your experience of monitoring, evaluating and complying reports on projects / initiatives that you have being part of or managed.

All - The person specification shows experience, qualifications and skills required to carry out the key areas of responsibility for this position. Please use this space to address all the elements as listed in the person specification, drawing on all of your experience, whether at work or in a voluntary capacity. Please use additional pages if necessary

All - Is there any other information you believe relevant for your application?

REFEREES

We will no contact referees without your prior permission

Name	<input type="text"/>
Role	<input type="text"/>
Address	<input type="text"/>
Contact Number	<input type="text"/>
Email Address	<input type="text"/>
Name	<input type="text"/>
Role	<input type="text"/>

Address

Contact Number

Email Address

Name

Role

Address

Contact Number

Email Address

POSITION ADVERTISING SOURCE

Please let us know you found out about this vacant position (mark all that apply)

Exchange House Ireland website

Exchange House Ireland eZine

Activelink website

Intreo

The Wheel website

IASW website/email

ITM email

Other (please give details)

DECLARATION

I declare that the information I have given in this application form is, to the best of knowledge, true and complete.

Signature

Date

COMPLETED FORM

Please send completed and signed form to:

[TITLE OF SERVICE MANAGER / CEO / CHAIRPERSON]
Exchange House Ireland National Traveller Service
61 Great Strand Street
Dublin
D01 WC97

Or emailed to info@exchangehouse.ie

Closing date for applications is [TIME] [DAY] [DATE]

Shortlisted candidates will be interviewed on: [DAY] [DATE]

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Appendix 4

Interview Panel Score Sheet Template

STRICTLY CONFIDENTIAL
 Criteria for Interview Panel
 [TITLE OF POSITION]

Candidate's Name:	
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Interviewer's Name:	
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Questions	Resp	1-10	Remarks
Candidate goes though application			
Why interest in job / why leaving current job?			
K - Exchange House Ireland			
E & K - Travellers/minority groups			
E - Working within a team			
E - Deadlines & reports			
S - Office/admin/IT			
S - Communication			
S - Professional manner			
S - Personality/Interpersonal			
Additional skills and/or experiences			
Vision of position & challenges			
Candidate's questions			

Outline of conditions			
Overall remarks			
Total			E = Experience of...? / S = Skills in...? / K = Knowledge about...? 1= poor, 10=excellent

Appendix 5

New Started Reference Form

EMPLOYMENT REFERENCE FORM

To be completed by HR Department

Candidate Name:	Post:
Qualifications:	

Name of Referee:		Title:	
Employer / Service Name & Address:			
Date & Time of Referee Telephone Call:			
Are you in anyway related to the applicant?	Yes	<input type="checkbox"/>	No
Relationship:			
Capacity in which employed:	Permanent	<input type="checkbox"/>	Temporary
	Full Time (>30hrs per week)	<input type="checkbox"/>	Part Time (<30hrs per week)
What level was the candidate employed at, i.e., grade/senior/basic/other: Social Worker???			
Date of Employment at level/grade/other (specific dates)	Level/Grade /Other	From	To
Date of Employment at level/grade/other (specific dates)		From	To
Date of Employment at level/grade/other (specific dates)		From	To

Professional Ability:

Was their service to all respects satisfactory? e.g. disciplinary action taken
--

Do you have any evidence to suggest that the applicant has or had a problem with alcohol or substance abuse?
--

To your knowledge, does the applicant have any criminal offences recorded against them?

To your knowledge, does the applicant have any proceedings or investigations (active or pending) against them that may be relevant?

Why did they leave their employment?

Evaluation Report (Please Select):

	Very Good	Good	Average	Poor
Professional Competence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisational Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance of Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caseload Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaction to busy environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment and Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Work Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality Conscious	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Interpersonal Communications (Please Select):

	Very Good	Good	Average	Poor
Service User/Family/Carer/Visitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managers/Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attendance Record:

Absence on Sick Leave Under 14 Days:	No of Days		No of Occurrences	
Absence on Sick Leave Over 14 Days:	No of Days		No of Occurrences	
Unauthorised Leave:	No of Days		No of Occurrences	
Would you re-employ this person:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Would you recommend this person to Exchange House as a person suitable for this post?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Was their attendance satisfactory?

Further Relevant Information:

To be completed and signed by HR Department
<p>I hereby confirm that I personally checked this reference with the above person.</p> <p>Signed:</p> <p>Print Name:</p> <p>Title:</p> <p>Date:</p>

PLEASE NOTE THAT INFORMATION PROVIDED BY YOU MAY BE RELEASED BY US UNDER THE FREEDOM OF INFORMATION ACT, 1997