



cetb

Bord Oideachais agus
Oiliúna Chorcaí
*Cork Education and
Training Board*

Document:	Policy on Recruitment
Procedure No:	23-02 (year and version number)
Effective Date:	15-08-2023
Supercedes:	21-01
Issued By:	Human Resource Department
Review Period:	As specified in policy



RECRUITMENT POLICY

Purpose:

It is the policy of Cork ETB to ensure that the highest quality applicants are recruited for all vacancies, in an efficient, fair and consistent manner, free from any discrimination, prejudice or stereotyping on the basis of gender, civil or family status, age, disability, sexual orientation, race, religion or membership of the traveller community. The policy aims to ensure consistency of treatment between applicants, adherence to best practice recruitment and selection processes as well as compliance with all relevant legislation.

Scope:

This policy applies to recruitment for all vacancies and to internal and/or external applicants for any post within Cork ETB under consideration through all stages of the recruitment process to any role within the organisation, including those on panels for vacancies of any duration that may arise within Cork ETB.

Legal Framework:

This policy is informed by the following legislation, procedures and Codes of Practice:

- (a) Education and Training Boards Act 2013
- (b) Further Education and Training Act 2013
- (c) Qualifications and Quality Assurance (Education and Training Act) 2012
- (d) Education (Amendment) Act 2012
- (e) Education (Miscellaneous Provisions) Act 2007
- (f) Education for Persons with Special Educational Needs Act 2006
- (g) Teaching Council (Amendment) Act 2006
- (h) The Equal Status Acts 2000-2018

- (i) The Employment Equality Acts 1998 - 2015

- (j) The Education for Persons with Disabilities Bill, 2002.
- (k) Teaching Council Act, 2001
- (l) The Education (Welfare) Act, 2000
- (m) Qualifications (Education and Training) Act, 1999
- (n) The Education Act, 1998
- (o) Department of Education Circular Letters, Policies and Guidelines
- (p) Policies and Procedures as adopted by Cork ETB
- (q) Schools Policies and Guidelines
- (r) Statutory Codes of Practice
- (s) Data Protection Acts 1998-2018

This list is not exhaustive. A full listing of all educational legislation and relevant circular letters is available on the Department of Education website.

Guiding Principles and Cork ETB Values:

Cork ETB will always act in the best interests of learners. The following principles underpin our strategic thinking, planning, decision making and our everyday actions as we strive to deliver our services through the recruitment of the highest quality employees for all vacancies.

- Prioritising the needs of learners
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- Acting with professional integrity
- Doing the right thing
- Treating people with dignity and respect
- Being fair, open and accountable
- Ensuring value for money
- Operating to the highest ethical, professional, moral and legal standards.

Values:

- Brave – *We put our learners needs first and are not afraid to make the hard decisions required to deliver the best possible service*
- Committed – *We have a clear vision and purpose with which we are fully engaged and on which we are determined to deliver.*
- Positive – *We are optimistic and confident about our opportunities and challenges and believe we can make a positive difference to the lives of the people we serve.*
- Leading – *We expect our people to be leaders – to have a clear vision, take the initiative, and to inspire and motivate learners and colleagues through their example.*
- Innovative – *We are focused on constant improvement and being at the forefront of change and innovation in education and training.*
- Caring – *We adopt an inclusive and respectful approach to our learners and staff and strive to ensure that each person using our services reaches his/her potential*
- Inclusive – *We recognise the diversity of our learners, staff and communities and strive to actively support their differing needs, remove barriers to engagement and promote a culture which fosters and appreciates this diversity*

Principles of the Recruitment Process:

The following principles will inform all recruitment for all vacancies in Cork ETB:

Appoint on Merit

Cork ETB is committed to employing the very best employees in its schools, centres and offices. This means that applicants will be assessed in the most objective way possible on criteria such as qualifications, skills, competencies and ability to perform the role.

Best Practice Procedures

Cork ETB recruits employees in an efficient and effective manner, and in accordance with sectoral standards.

Integrity & Consistency

Cork ETB aims to ensure that the standards utilised throughout the organisation in the procedures to appoint employees are fair, equitable, consistent and transparent, and will provide appropriate training to those involved in the recruitment and selection process, including interview board members to ensure same.

Public Sector Equality and Human Rights Duty (EQHR)

Cork ETB is committed to our obligation to eliminate discrimination, promote equality and protect human rights at all stages of the recruitment process in accordance with the EQHR duty and will provide appropriate training to those involved in the recruitment and selection process, including interview board members, to ensure same.

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Sceim Teanga

In accordance with Cork ETB's Official Languages Act 2003 Language Scheme 2019 -2022, and the Official Languages (Amendment) Act 2021, Cork ETB will endeavour to ensure that staff appointments will have an adequate competence in the Irish language.

There will be a bilingual or Irish version of the most commonly used application forms including recruitment forms.

Where the vacancy is arising in a School / Centre where Irish is the primary language of teaching and communications, the Interview will be held through the medium of Irish and the Selection Board Members will be competent Irish speakers.

For all other vacancies in schools and centres under the remit of Cork ETB, interviews will be through English. An applicant who wishes to be interviewed bilingually (English and Irish) must notify the Recruitment team by email to recruit@corketb.ie by the closing date specified for receipt of completed applications.

Recruitment Process

1. Vacancies

Vacancies are identified by school/centre/line management and notified to HR. HR approval is required before recruitment may begin for any vacancy. The approval process is informed on the following basis:

- Vacancies for Teachers and Tutors:- by teaching and/or budgetary allocation received from DOE/DFHERIS as well as national and local redeployment processes.
- Vacancies for all other Categories of Staff:- by budgetary constraints and DOE/DFHERIS approval as well as national and local redeployment processes.

2. Vacancy Information:

Vacancy information, including job descriptions and person specifications, are supplied as part of recruitment process, as appropriate. These documents outline the key duties and responsibilities of the vacancy, as well as qualification and eligibility requirements and knowledge and skills required.

3. Advertising & Application Process:

All vacancies will be advertised in line with Department requirements. Adverts are placed on the Cork ETB online recruitment portal, accessible through Cork ETB website <https://www.corketb.ie/recruitment/> and on Cork ETB social media channels

The following websites may also be used for specific posts, i.e. www.publicjobs.ie (Principal/Deputy Principal and Non-teaching posts) and www.educationposts.ie (teaching posts). The primary source of information on current vacancies is Cork ETB's online recruitment website. From time to time, additional recruitment websites/platforms may also be used.

Applicants should apply via the online application system. Cork ETB will only accept full and complete applications submitted through the E-Recruit portal. Cork ETB will not accept the following types of applications:

- Late submissions
- Partial applications
- Emailed application forms
- Printed/hard copy application forms
- Incomplete application forms i.e where mandatory sections have not been completed or documentation has not been uploaded with the application form The only exception will be where a technical difficulty occurred and the recruitment team were notified of same in advance of the closing date for receipt of applications.
- Applications made on incorrect forms

Eligibility:

a. Qualifications

Applicants must meet the qualification requirements as set down for the vacancy advertised. Applicants who do not meet the requirements will not be eligible to be

interviewed for the vacancy. Eligibility will be assessed based on the information supplied in the applicant's application form. Successful applicants will be required to submit appropriate evidence of specified qualifications prior to an offer of appointment being confirmed. An offer of appointment will be withdrawn should such evidence not be forthcoming within one month of an offer of appointment being made.

b. Teaching Council of Ireland (Teaching Vacancies):

Applicants for teaching vacancies in the following locations:

- recognised primary and post primary schools,
- FET colleges
- FET centres

must be currently registered with the Teaching Council of Ireland and must be able to provide a current Registration Certificate, or confirmation of Registration. Applicants who are newly qualified and (i) whose qualifications are included on the Teaching Council's list of recognised qualifications and (ii) can provide proof of Teaching council application/conditional registration will be considered for shortlisting for advertised vacancies, subject to the overall shortlisting criteria which may apply. If evidence of current Teaching Council is not provided by the applicant by the time his/her employment is due to commence, the offer of employment will be withdrawn and the consequential vacancy will fall to be filled in line with standard recruitment processes.

All offers of appointment and/or continued employment in a Teaching post in any of the above locations is conditional on continued compliance with the terms of registration within the period prescribed by the Teaching Council. In the event that registration lapses then from that date the contract will be deemed terminated. Details regarding registration requirements can be found on the Teaching Council website www.teachingcouncil.ie .

c. Garda Vetting/Statutory Declaration (All vacancies which may have contact with children or vulnerable adults):

No employee may take up a vacancy in which they may have contact with children or vulnerable adults without satisfactory Garda Vetting clearance. Vetting for Teachers is carried out by the Teaching Council of Ireland. All other posts, in schools and education centres will be assessed in accordance with Cork ETB's vetting matrix to determine if vetting is required. If an applicant has not completed the Garda Vetting process to the satisfaction of the ETB by the time his/her employment is due to commence, the offer of employment will be withdrawn. For any person where vetting is a requirement, including those vetted through the Teaching Council, a child protection related Statutory Declaration and an associated Undertaking, unless one was provided in the previous calendar year must also be provided..

d. Permission to Work in Ireland

All applicants must be eligible to work in Ireland. Non-EEA nationals, unless exempted, by reference to Department of Enterprise, Trade & Employment (DETE) regulations must be in possession of a valid work permit and provide original evidence of same.

e. Other Eligibility Requirements

From time to time, other eligibility requirements may be set down for vacancies where they are deemed necessary to the role. Any such eligibility requirements will be clearly set out in the post specification, including whether such requirements are essential or desirable.

4. Assessment Methods:

The following assessment methods may be used by Cork ETB in selecting applicants:

- Shortlisting based on the application form submitted by reference to the person specification and eligibility criteria (essential and/or desirable) as set out for the post
- Interview
- Presentation

- Sample lesson/lesson demonstration
- Assessment of Practical / Technical Skills
- Irish language proficiency if applicable
- Other language proficiency if applicable

5. Shortlisting:

Shortlisting is the process of assessing applications against criteria for the vacancy in order to identify those applicants who best satisfy those criteria for further assessment. Shortlisting may be conducted prior to interview based on information supplied on applications forms and/or may also be done by means of preliminary interview. Shortlisting may be done on a regional basis where multiple vacancies exist in the same subject, with more than one school/centre involved in such shortlisting. When shortlisting is undertaken it will be conducted in a fair, careful and consistent manner and by evaluating each application against the same criteria.

6. Interviews:

Interviews, whether preliminary or final, will be conducted in line with Department of Education regulations or sectoral guidelines where appropriate. and relevant standards. Applicants are assessed objectively against pre-established criteria, and marks awarded. No discriminatory questions will be asked of applicants, and assessment is strictly based on merit. Interview through Irish is compulsory where fluent Irish is an essential requirement for the vacancy e.g., Gaeltacht schools. See also 'Sceim Teanga' above.

Cork ETB utilises a structured interview format for all interviews with a preference for in-person interviews. In certain circumstances, Cork ETB may decide to hold online interviews using video conference technology. Cork ETB will decide the appropriate format for each selection process. In respect of in-person interviews, the Selection Board, may in exceptional circumstances decide to facilitate online video conferencing at the request of individual candidates. This must normally be requested a minimum of three working days in advance of the interview date. The decision of the Selection Board shall be final.

7. Selection Boards:

All interviews for vacancies will be conducted by Selection Boards established in line with regulations set down by the Department and Model Agreements, as applicable. The function of the Selection Board is to assess each applicant based on his/her merits against the criteria for the vacancy, and to recommend applicant(s) for appointment for the vacancy(s) where they meet the standards required.

Composition:

The composition of selection boards may vary depending on the following factors:

1. The nature of the interview (preliminary or final)
2. The nature of the vacancy (teaching, administration, promotional post, etc)
3. The category of the school (vocational/community college/community school)
4. The Model Agreement for the school, where relevant

Cork ETB will ensure that all members of Selection Boards are provided with training in relation to the following essential areas:

- Interview procedures and process
- Roles and expectations of Selection Board members
- Employment Equality and other relevant legislation
- Interviewing skills and techniques
- Assessment and standards

In order to ensure consistency of standards and integrity of the interviewing process, Selection Board members are drawn from a pool of trained interviewers.

There may be occasions where Selection Board members encounter a Conflict of Interest, i.e., he/she has a family, friendship, financial or other form of relationship, positive or negative, with one or more applicants for a vacancy. In order to manage this effectively, Selection Board members are supplied with applicant details in advance of the interview and must ensure that in the event of a Conflict of Interest, they recuse themselves from the process. For each set of interviews conducted, Selection Board members are asked to certify that no Conflict of Interest exists, in order to participate on the Selection Board.

8. Assessment and Marking Schemes

Applicants will be assessed based on a clear marking scheme operated in tandem with a structured interview process in order to ensure consistency of standards, openness and transparency. Applicants must meet or exceed a predetermined minimum mark in order to be considered for final interview/appointment. Minimum marks for appointment will be decided by the Selection Board having regard to the requirements for the vacancy. The top-ranking applicant(s) will be recommended for final interview/appointment where they reach/exceed the minimum mark. Interview marks will be available to applicants on request once the interview process for the vacancy has been concluded.

9. References

All applicants are required to nominate two referees as part of the recruitment process who may be contacted by Cork ETB as part of the recruitment process. Cork ETB reserves the right to contact these referees in advance of an offer of appointment being made.

10. Offers of Employment

Once a Selection Board makes a recommendation for appointment to the Chief Executive, an offer of employment will be made to the successful applicant(s). A panel may be formed from Applicants who meet or exceed the cut-off point at interview. Such applicants may be considered for offers of appointment in line with organisational needs over the life of the panel where a suitable vacancy arises. This consideration will expire no later than 12 months from date of selection board decision or earlier should the panel be exhausted; in the case of teaching posts, the panel will fall at the end of the relevant academic year or where the panel has been exhausted prior to that date. [Offers of appointment are normally made based on the most favourable contract available at the time of offering and once an offer is accepted / rejected, placement on panel or further offers are not normally revisited. Consideration for future vacancies is normally subject to a new recruitment process](#)

Offers of employment are conditional on the successful completion of a pre-employment medical, successful Garda Vetting (where required) and the submission to the HR department of all documentation as set out as part of the offer of appointment. An offer of appointment will be withdrawn should such evidence not be forthcoming within one month of an offer of appointment being made. Original documents are required unless the documentation can be provided via secure verifiable electronic means.

11. Employment of Retirees or Employees on Career Breaks

In accordance with Department regulations and best practice, retirees may not be employed except in very limited circumstances in accordance with Department regulations. Cork ETB has a Retirement Age Policy. Applicants who are at the maximum retirement age as set out in this policy will not be eligible for consideration for appointment. Where a retiree is in receipt of a public sector pension, abatement of pension may apply in accordance with Department regulations.

An employee who is on Career Break from another public sector employer may apply for vacancies with Cork ETB. If his/her application is successful, he/she must resign from his/her other post in order to take up employment with Cork ETB, in accordance with the Department regulations governing Career Breaks.

12. Applicant Obligations

Individuals making application for posts in Cork ETB must ensure that all information provided as part of the recruitment and selection process is true and accurate to the best of their knowledge and that there are no material omissions. Any offer of an appointment is conditional upon verification of the information supplied.

It is the responsibility of the applicant to ensure that they have all required documentation available when requested as an offer of appointment will be withdrawn should such evidence not be forthcoming within one month of an offer of appointment being made. Cork ETB will not be in a position to confirm an actual start date until all required documentation is received.

Applicants (internal/external) who are under consideration through any stage of the recruitment process for any role within the organisation, (including those placed on panels) for vacancies of any duration that may arise within Cork ETB are expected to act in a manner that is consistent with the values of Cork ETB. In this regard, Cork ETB may have a legitimate interest to review publicly available information about a candidate (including on social media) in order to assess specific risks regarding candidates for a specific function.

Where such applicants may be found to have made comments on or have discussed or engaged with any business, services, staff or stakeholders of Cork ETB which may be considered to be offensive or inappropriate or to have behaved in a manner that is not deemed to be consistent with the values of Cork ETB, this may lead to disqualification from the recruitment process.

Attempts to canvas or otherwise interfere with or compromise the process in any way may lead to disqualification.

13. Data Protection

Information provided during the recruitment and selection process is required for the purposes of assessing your application for appointment. Your personal data will be processed in accordance with the Data Protection Acts 1988-2018.

Cork ETB will keep and process the information supplied by applicants in a secure and fair manner and in compliance with our obligations under the Data Protection legislation. It will be used only for purposes associated with the administration of their job application and shared with third parties only when necessary for the processing of their applications, for audit purposes or where we are required to do so by operation of law.

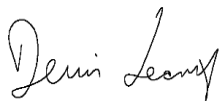
A copy of Cork ETB Data protection policy and Cork ETB Privacy statement documents can be found at <https://www.corketb.ie/about-cork-etb/organisation/corporate-governance/access-to-information/data-protection/>

14. Retention of Records

All records relating to recruitment and selection will be held on the Recruitment Systems approved for use by the Human Resources (HR) department for the purpose of administering the recruitment and selection process. Records relating to the recruitment process will be held in line with the period stated in Cork ETB's retention schedule, after which they will be confidentially destroyed. All records relating to recruitment and selection will be held securely with appropriate access control.

15. Review

This policy will be subject to review in accordance with organisational needs and/or where it is necessary to do so due to changes in Department regulations, legislation or other such situations.



Signed: _____

Denis Leamy
Chief Executive

Date: 15-August-2023