# Galway-Mayo Institute of Technology (GMIT)

# Review of Recruitment & Selection Decisions Procedure

**Version 4.0**

# Review of Recruitment & Selection Decision Procedure

## Document Location

Human Resources

## Revision History

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|---|---|
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# Review of Recruitment & Selection Decision Procedure

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# Review of Recruitment & Selection Decision Procedure

## 1.0 Introduction

**1.1** The purpose of this procedure is to allow candidates for a post to have an action or a decision in relation to their application reviewed. This procedure provides, in the first instance for a review of the process by the HR Manager and a subsequent appeal of a decision in the recruitment and selection process.

## 2.0 Scope

**2.1** This procedure covers posts of greater than 1 year's duration which are filled in accordance with the Ministerial Recruitment & Selection Guidelines (Appendix I).

## 3.0 Review Process

**3.1** The applicant must address his/her specific concerns in relation to the recruitment and selection process in writing to the HR Manager within five working days of receipt of the decision they wish to have addressed.

**3.2** The HR Manager (or Nominee) will review the request and respond within five working days.

**3.3** The applicant may request a formal appeal within three working days following receipt of the HR Manager's review.

## 4.0 Appeal Process

**4.1** The applicant must specify his/her concerns in relation to the recruitment and selection process in writing to the HR Manager setting out in detail the issues that they wish to have appealed following receipt of information in the above review.

**4.2** The appeal must be made in writing within three working days of the communication of the review above. This is necessary to ensure that delays in the recruitment process are avoided. The Institute will acknowledge receipt of the request within three working days.

**4.3** Any extension of these time limits will only be granted in exceptional circumstances and at the sole discretion of the Institute.

**4.4** The appeal will be carried out by a senior officer(s) of the Institute unconnected with the selection process. The process will be completed within seven working days.

**4.5** If the process is not completed within seven working days, the senior officer(s) will write to the applicant explaining the reasons for the delay.

**4.6** The appeal decision will be communicated to the applicant by way of a written response through the Human Resources Department.

**4.7** The appeal decision in 4.6 may be appealed on a procedural basis only. The President or nominee will carry out this appeal. Appeals must be made within five working days of the date of the communication of the decision.

**4.8** This is the final stage in the process.

**Please note that in all cases the date of communication from the Institute is the date from which time limits commence.*

## Appendix 1

### Regional Technical Colleges Act, 1992 Section II (1) (b) Selection Procedures Determined by the Minister for Education & Science

*APPENDIX 1*

**REGIONAL TECHNICAL COLLEGES ACT, 1992**

**SECTION II (1) (b)**

**SELECTION PROCEDURES DETERMINED BY THE MINISTER FOR EDUCATION & SCIENCE**

# Review of Recruitment & Selection Decision Procedure

Regional Technical Colleges shall select staff (other than the President, Heads of Schools and Heads of Departments) in accordance with the following selection procedures.

## 1. Advertisements

All vacancies shall be advertised in at least one national morning daily newspaper. The advertisement, job description and requirements for each post shall be determined by the President in consultation with the relevant Head of Function.

## 2. Screening

The President, in consultation with the appropriate Head of Function, shall be responsible for the screening of all applications to ensure that only candidates who appear to meet the requirements for the post are considered by the Selection Board. The screening procedure shall provide detailed information to the Selection Board on the basis for acceptance or rejection of each application.

## 3. Short listing

The Selection Board shall where it is deemed practical, shortlist for interview some only of the candidates, who have been accepted in the screening process. (See Annex).

## 4. Selection Board

4.1. The Selection Board shall be constituted in accordance with Annex.

4.2. Members of the Selection Board (other than nominees of the Chairperson) shall be nominated by the President in consultation with the relevant Head of Function.

4.3. Staff and student members of the Governing Body shall not be eligible for membership of a Selection Board unless such person is a holder of an office mentioned in the Annex.

4.4. Members of the Selection Boards shall not, pending the filling of the vacancy, disclose the fact of their membership to any person.

4.5. The President shall cause appropriate arrangements to be made for the operation of the Selection Board.

4.6. Selection Boards shall operate on the basis of unanimity. Only persons deemed fully qualified and suitable shall be recommended for appointment. The Selection Board may establish a panel in order of merit. This panel shall not exceed three persons in the case of Senior Management and Academic Staff. The names of the three most meritorious candidates shall be transmitted, in order of merit, to the President. The Selection Board shall recommend for appointment the most meritorious candidate.

4.7. The Selection Board shall disqualify any candidate who canvasses or seeks to canvass (by himself/herself or through any third party) any member of the Selection Board in support of his/her candidature.

4.8. The deliberations of the Selection Board shall be confidential and membership of the Selection Board shall not, without the prior approval of the Governing Body, save as provided for in these procedures, disclose to any person or otherwise make available any information or document relating to any candidate for appointment or the deliberations of the Selection Board.

**5.** The President shall cause the documentary evidence of qualifications, references and other necessary criteria of the recommended candidate to be verified. The recommended candidate shall, if approved by the President, be proposed by the President for appointment by the Governing Body.

## REGIONAL TECHNICAL COLLEGES ACT, 1992

## SECTION II (1) (b)

## SELECTION PROCEDURES DETERMINED BY THE MINISTER FOR EDUCATION

## ANNEX

## COMPOSITION OF SELECTION BOARDS

The composition of Selection Boards shall be dependent upon the type of post concerned and shall be as follows:

**CATEGORY A – FIRST FILLING OF POST OF REGISTRAR (FIVE PERSON SELECTION BOARD)**

⇒ The Chairperson or a member of Governing Body nominated by the Chairperson.
⇒ The President or a nominee of the President.
⇒ Two appropriate Function Heads drawn from Universities, other Institutes of Technologies or the Dublin Institute of Technology.
⇒ One appropriate person drawn from business/industry other than a member of the Institute.

**CATEGORY B – FIRST FILLING OF POST OF SECRETARY, FINANCIAL CONTROLLER AND HEAD OF DEVELOPMENT (FIVE PERSON SELECTION BOARD)**

⇒ The Chairperson or a member of Governing Body nominated by the Chairperson.
⇒ The President or a nominee of the President.
⇒ Two appropriate Function Heads drawn from Universities, other Institutes of Technologies or the Dublin Institute of Technology.
⇒ One appropriate person drawn from business/industry other than a member of the Institute.

**CATEGORY C – POST AT LECTURER AND COLLEGE TEACHER LEVEL**

⇒ A member of Governing Body nominated by the Chairperson in consultation with the President.
⇒ The President or a nominee of the President.
⇒ The Head of School in respect of which the vacancy exists and/or the Head of Department in respect of which the vacancy exists.
⇒ One appropriately qualified academic drawn from a University, another Institute of Technology or the Dublin Institute of Technology.
⇒ One appropriate person drawn from business/industry other than a member of the Institute.

**CATEGORY D – NON-ACADEMIC STAFF (FOUR PERSON SELECTION BOARD)**

⇒ A member of Governing Body nominated by the Chairperson in consultation with the President.
⇒ The President or a nominee of the President.
⇒ The appropriate Head of Department/Head of Function.
⇒ An appropriate external specialist.

**CATEGORY E – POST AT SENIOR LECTURER III LEVEL**

⇒ Chairperson or a member of Governing Body nominated by the Chairperson.
⇒ The President or a nominee of the President.
⇒ Registrar
⇒ One appropriately Function Head drawn from a University, another Institute of Technology or the Dublin Institute of Technology.
⇒ One appropriate person drawn from business/industry other than a member of the Institute.

**CATEGORY F – POST AT SENIOR LECTURER II LEVEL**

⇒ Chairperson or a member of Governing Body nominated by the Chairperson.
⇒ The President or a nominee of the President.
⇒ The appropriate Head of School
⇒ The appropriate Head of Function drawn from a University, another Institute of Technology or the Dublin Institute of Technology.
⇒ One appropriate person drawn from business/industry other than a member of the Institute.

**NOTES:**

**1. Technical Advisers**

Non-voting technical advisers may attend all interviews and the deliberations of the Selection Board if considered necessary by the President, in consultation with the relevant Head of Function.

**2. Secretarial Services**

A representative of the Institute personnel function shall provide secretarial services to the Selection Board. Pending the establishment of the personnel function, such services will be provided by the President.

**3. Gender Balance**

Both sexes shall be represented on the Selection Board. If both sexes are not represented the President shall nominate a suitable additional person.

**4. Academic Structures**

Where an Institute operates a Department rather than a School structure, the Head of Department replaces the Head of School in the above and the Assistant Head of Department replaces the Head of Department.

**5. Short listing Process**

It is not considered practical, to have each member of the Selection Board involved in this detailed process. It is therefore recommended that:

(a) the short-listing criteria are agreed by the Selection Board in advance of the short-listing taking place;

(b) the Head of School/Function should carry out the detailed examination in consultation with the Personnel office;

(c) the short-listing form should be circulated to all members of the Selection Board and any disagreement with the shortlist for interview should be discussed with the Head of School/Function.

(d) all application forms received should be fully available to all members of the Selection Board, if requested.