



RCSI

RCSI Recruitment and Selection Policy for Researchers

Purpose

This policy outlines the RCSI policy and procedure relating to recruitment and selection of Researchers.

Scope

This policy applies to the recruitment and selection process for all RCSI advertised appointments for Researchers. RCSI reserves the right in respect of any appointment not to apply the Policy.

Policy

It is the policy of RCSI that recruitment and selection of Researchers is conducted in an efficient and effective manner and in compliance with relevant employment legislation and the RCSI Equal Opportunities Policy. This is with the specific purpose of ensuring appointment decisions result from the application of fair and objective procedures which afford candidates adequate opportunity to submit and progress their applications.

The key principle underpinning this policy is to attract quality applicants and ensure the candidate best suited to the Research position will be selected. This principle is consistent with the RCSI's vision to develop healthcare leaders who make a difference worldwide.

RCSI is committed to providing all potential candidates with an equal opportunity to compete fairly for Research posts. RCSI accommodates the reasonable needs of individuals to facilitate their participation in the Recruitment and Selection process.

It is the policy of RCSI that its recruitment procedures for Researchers should be open, efficient, transparent, supportive and internationally comparable as well as tailored to the type of position advertised.

Procedure

Vacancies as advertised by RCSI are open to all suitably qualified candidates, subject to their satisfying the necessary educational qualifications, skills and experience criteria relevant to each specific Researcher post, as specified in the Job Description.

Documentation relating to Recruitment and Selection decisions will be retained for at least 12 months after the recruitment campaign has been completed.

Initiating the Recruitment Process

Supported by the HR Business Partner, the hiring manager completes a recruitment request which is sent to Senior Management, for noting. The recruitment request includes:

Role Title:

Department:

Location:

Hiring Manager:

Expected salary:

Grant Code:

Reason for Recruitment Request i.e. new role, backfill for maternity leave, replacement etc:

Is there appropriate space available to support this role:

Additional Details / Specifics of the Role:

Advertisements

RCSI Vacancy Notices / Job Advertisements will be crafted to promote the RCSI brand, compliant with employment legislation and recruitment best practice and will be designed to encourage applications from a wide pool of suitable candidates. Recruitment campaigns will include the use of the RCSI internal and external websites, internal emails and external advertising media as and when appropriate.

Advertisements will give a broad description of knowledge and competencies required and will not be so specialised as to discourage suitable applicants. The advertisement will contain or refer to a document containing a description of the working conditions including location, salary and the key duties and responsibilities of the role. . The advertisement also outlines RCSI's commitment to provide its staff with supports and developmental opportunities to enable them to continuously grow and support their overall career development. Time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply will be realistic.

Advertisements will contain a positive statement of RCSI's commitment to its equal opportunity policy. All advertisements will make it clear that the positions are open to suitably qualified female and male candidates.

Job Descriptions

Formal Job Descriptions will be provided for all Research vacancies advertised. The experience requirements and educational qualifications specified will relate strictly to those necessary for the effective performance of the position and any essential requirements will be clearly specified.

Short listing:

All applications and CV's submitted will be screened against the required criteria for the position. The short-listing criteria will be based on the job requirements as set out in the Job Description. Applicants are strongly encouraged to ensure their application clearly and fully describes how they satisfy the key requirement of the Job Description.

Shortlisting will facilitate the preparation of a list of the candidates whose applications most closely match the Job Description, the reasons for which will be recorded. Candidates who best meet the essential criteria will be shortlisted. Those not shortlisted will be advised accordingly. The shortlisted candidates will be brought forward to the next stage of the Selection process and will be notified accordingly. RCSI does not reimburse expenses incurred by candidates attending for interview.

Selection Methods:

In general the selection methods used by RCSI may include any or all of the following:

1. Shortlisted candidates will be invited for interview by an interview board appointed for that purpose
2. Formal presentation (for specific appointments)
3. Verification of publications / qualifications
4. Reference checks
5. Psychometrics (where applicable)
6. Pre-employment Medical *(for specific laboratory positions or hospital posts only)

1. Screening of curriculum vitae (cv) and cover letter of application

The cv and cover letter will initially be assessed at the shortlisting stage to determine whether the candidate meets the requirements of the position.

2. Interview

Shortlisted candidates will be invited for interview by an interview board appointed for that purpose. The members of the Interview Board will be provided with a copy of the candidate's cv and letter of application and will agree in advance of the interview the format and questioning during the interview. A competency based marking scheme will be prepared with reference to the Job Description. A record of the interview and relevant documents arising from the interview will be retained for at least 12 months after the campaign has been completed.

Interview panels will bring together diverse expertise and competencies and will have a gender balance and where appropriate and feasible will include members from different sectors (public and private) and disciplines, including where appropriate from other countries, and with relevant experience to assess the candidate. Members of interview panels will be adequately trained.

Interview Panels will in all cases include a member of the Senior Management Team or their nominee and may also include other RCSI managers and persons drawn from other academic institutes and industry depending on the seniority and scope of the vacancy. Where feasible, we endeavor to ensure that there will be at least three members on a panel with no less than one third of the panel of one gender.

3. Presentation

Some appointments may require the candidate making a formal presentation to the Interview Board. Details of this and the presentation title will be notified to candidates in advance of the interview. Candidates will be advised of the presentation format and the presentation facilities that will be available.

4. Verification of publications / qualifications

Candidates may be required to provide notarised verification of their academic qualifications and RCSI reserves the right to check the authenticity of same with the relevant awarding bodies. RCSI reserves the right to verify publications with the relevant bodies.

5. Reference Checks

The offer of employment or appointment to a Research role will be subject to satisfactory references. For certain appointments such as Senior Medical appointments references will be called for prior to interview. All candidates will be asked for permission before references are sought.

6. Psychometrics

Candidates may be required to undergo psychometric testing to assist the selection process. In such circumstances candidates will be notified in advance.

7. Pre-employment Medical

An offer of employment may be conditional upon a nominated candidate undergoing a pre-employment medical examination and providing a satisfactory medical report. In such circumstances candidates will be notified in advance.

Communication with unsuccessful candidates:

The Human Resources Department will advise all unsuccessful candidates as soon as is practicably possible after the completion of the Selection / Interview process. Similar vacancies that arise in the next 6 months may be filled from the pool of applicants that apply for this position.

Post Interview Feedback

The Human Resources Department will facilitate any candidate who requests post interview feedback.

Review Process

Candidates who wish to have the decisions reviewed must do so by contacting the Human Resources Department in writing within five working days of being notified of the outcome of the interview. The written submission must outline the entire grounds for his/her review. An individual not already involved in the process will undertake an independent review within a reasonable timeframe and communicate the outcome in writing to the candidate and the interview panel. The decision on this matter is final.

Other relevant policies:

- RCSI Equal Opportunities policy
- RCSI Dignity at Work policy

Please contact the HR Department for clarification, advice and / or assistance in the operation of this policy.