

## **Social Care Ireland STAFFING & RECRUITMENT AND SELECTION POLICY**

*Policy Created: 2017*

*Version 5 – August 2022*

Social Care Ireland will endeavour to recognise the contributions made by every member of staff and place considerable emphasis on staff retention initiatives which include; providing security of employment when workloads are low, continually reviewing our terms and conditions of employment. SCI are committed to recognising the contribution of staff and will endeavour to ensure funding for continuation of posts and provide other supports, as appropriate.

Recruitment and retention of employees will be uppermost in our Selection and Recruitment Policy, and this will be assisted by our emphasis on supporting our employees at all times during their employment. This will include regular Supervision and attendance at meetings.

Social Care Ireland Board of Directors will ensure that all staff are deployed effectively, especially as the service continues to grow and expand across the country. In addition, they or a designated individual will regularly review staff and provide line supervision to enable the service to keep in focus with its strategic objectives as outlined by the Board of Directors.

The following recruitment policy shall apply to the recruitment of all staff;

The Board designated person has overall responsibility for the recruitment and selection process. They report directly to the Board of Directors.

The following outlines the recruitment policy for Staff of Social Care Ireland:

Short-listing of candidates for all and any posts is an option which may be considered.

The interview board will consist of not less than three people, of whom one will be a Board Member.

Each applicant should provide a detailed up to date CV.

This will be carefully scrutinised by the Interview panel. In consideration of the application and work history, the interview panel will require the interviewee to elaborate or clarify any details contained therein, which appear vague or ambiguous.

Applicants will be required to provide details of three Referees. All references will be independently verified by telephone at the earliest opportunity but always in advance of an offer of employment. These Referees should include the most recent or current employer or College Tutor.

Original qualifications, certificates or awards should be presented at interview, the details therein confirmed and photocopies taken for the applicant's file. All applicants will be required to provide photo identification at interview also.

On forming their assessment of the applicant's suitability, the Interview Panel should obtain explanations for any apparent gaps in terms of years or months for which there is no record of employment or voluntary work and these explanations should be noted and checked.



It is the responsibility of the Board designated individual responsible for recruitment to ensure that all personnel files are complete, prior to commencement of employment. It is the responsibility of the Board designated individual responsible for recruitment to ensure that all references are verified. Upon the Board designated individual responsible for recruitment being satisfied that the personnel file complies with standards, they shall sign off the file to ensure that it fully complies with all standards relating to vetting.

On commencing employment, each new employee, will be given an Offer Letter and/or Contract of Employment. The contract, when signed, will be retained by the company and a copy furnished to the individual concerned. All permanent appointments will be conditional on the successful completion of a six-month probationary period. Any and all issues arising during this period will be addressed directly with the employee by the Board designated individual.

The Board designated individual responsible for recruitment will meet the new staff member within one week of the commencement of their employment and satisfy themselves that the policies relating to employment have been read and understood. The new member of staff will then be obliged to sign a declaration to the effect that they have read and understood these documents and this declaration will be placed on their file.

*This Policy will reviewed annually and be updated as and when necessary.*

**Approval Date: 17<sup>th</sup> August 2022**

*This Policy will be reviewed as necessary.*