

Diocese of Elphin – HR Policy Handbook

Document Name: Recruitment and Selection Policy
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Effective Date: 15th February 2019
Written By: Frank Mitchell, HR Advisor
Approved By: +Kevin Doran, Bishop of Elphin



Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the diocese serves.

This document outlines the Diocesan policy on Recruitment and Selection. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).

The purpose of this policy is to describe how "the employer", recruits staff of the highest calibre in accordance with employment legislation and best practice and within available resources.

"The employer" prides itself on the high quality of staff in its employment and to maintain this high standard it is essential that "the employer" has an effective recruitment and selection process in place. Good selection procedures result in the attraction and appointment of the person best qualified and suited to the position/ministry. "The employer" provides equality of opportunity to all candidates in an effort to select from the widest choice of candidates and minimise any skill shortages.

This policy applies to all those who are applying for jobs and all persons involved in the recruitment and selection process. "The employer" implements a number of stages in the recruitment and selection process to achieve the aim of recruiting the most suitable candidate for the role.

Job Description and Person Specification

"The employer" will draft a job description and person specification for each role, which will be used during the selection process. The job description will describe the overall responsibilities of the role and the key tasks involved in doing the job. Each job description will state that "the employer" reserves the right to request an employee to be flexible in his or her duties when the need requires it.

The person specification will identify the personal attributes that the job holder must possess in order to be capable of performing the role to a high standard. The person specification will include the qualifications necessary for the role, skills, personal attributes and experience. "The employer" aims to measure experience through the quality of the experience gained and not the quantity.

Advertising

"The employer" retains the right to advertise all positions both internally and externally. Advertisements and the selection process will not discriminate on any of the nine grounds protected by the Employment Equality Acts. These are gender, civil status, family status, sexual orientation, religion*, age, disability, race, and membership of the Travelling Community. It is essential that advertisements for all vacancies are impartial and objective. All staff on protective leave (such as maternity or parental leave) will be informed of each vacancy. All advertisements may use a number of media in order to allow all potential candidates to have an equal opportunity to apply for the vacancy. Advertising

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refers to advertising in newspapers, on websites, noticeboards, television, radio, and in magazines, etc.

Application Forms

Application forms will be freely available to any person who wishes to apply for a vacancy. All advertisements will include instructions on the application procedure and how interested parties may apply.

Shortlisting and Assessment

During the shortlisting, all applicants will be screened to identify the candidates who will be called for the next stage of the process. When selecting candidates to be shortlisted, the criteria set out in the person specification will be used. "The employer" aims to ensure that all selection for shortlisting will be free from any discrimination and that each application will be dealt with on its merits. For certain roles, "the employer" may use psychometric testing to support the shortlisting process.

Interview

Not all applicants will be called for interview. "The employer" aims to ensure an interview process that is free from discrimination. The interview panel will usually comprise a HR representative, Line Manager and/or other relevant qualified persons as necessary. An interview panel comprising men and women will be provided where possible, but this may not always be feasible. The selection of persons who sit on the interview panel is at the discretion of "the employer". All questions posed to the candidates will be consistent and will relate directly to the person's ability to do the job.

At the end of the interview each member of the interview board will compare the attributes of the candidates against specific criteria laid down in the job description and personal specification. Candidates will be scored according to a recruitment matrix that has been designed to reflect the essential and desired criteria in the person specification. Fair and proper procedures will be followed. The reasons for non-selection will be identified.

Pre-employment

Candidates may be requested to attend a pre-employment medical with a doctor appointed by "the employer", and to provide details of two previous employers for reference-checking. "The employer" will also validate any necessary documentation relating to visas and work permits, where applicable.

Once all the pre-employment assessments have been completed, a written offer of employment will be extended to the successful candidate, with full details of his or her conditions of employment. It is policy that all such offers will include a probationary period, even when the successful candidate has been previously employed within the diocese.

Record-keeping

Records of all applications, screening criteria and interview notes will be kept for a minimum period of 12 months, before being discarded.

Feedback will be offered to unsuccessful internal candidates to support them in their future development.

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Note* Except as allowed under section 37 (1) of the Employment Equality Act 1998 and Council Directive 2000/78/EC, which states (23) In very limited circumstances, a difference of treatment may be justified where a characteristic related to religion or belief, disability, age or sexual orientation constitutes a genuine and determining occupational requirement, when the objective is legitimate and the requirement is proportionate. Such circumstances should be included in the information provided by the Member States to the Commission. (24) The European Union in its Declaration No 11 on the status of churches and non-confessional organisations, annexed to the Final Act of the Amsterdam Treaty, has explicitly recognised that it respects and does not prejudice the status under national law of churches and religious associations or communities in the Member States and that it equally respects the status of philosophical and non-confessional organisations. With this in view, Member States may maintain or lay down specific provisions on genuine, legitimate and justified occupational requirements which might be required.

For further information please contact:

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