

INTRODUCTION

The success of EIT Health relies on its ability to attract the best staff and volunteers available. Recruitment methods must be fair, efficient, and effective.

PURPOSE

The EIT Health Staff Recruitment Policy has been established to ensure EIT Health has the opportunity to attract the best available staff and volunteers for all vacant positions. This policy relates to employment of all staff and volunteers other than the CEO and COO.

POLICY

EIT Health is committed to providing high quality programs to its community. To support the achievement of this objective we recognise the importance of employing the most suitable applicant for all vacant positions.

EIT Health will ensure it has the best opportunity to attract the best available staff by broadly advertising (internally and externally as deemed appropriate) all vacant remunerated positions and volunteer vacancies.

EIT Health will take all reasonable steps to ensure that applicants may be safely entrusted with the duties of their position.

EIT Health will internally communicate all vacant positions to current staff and volunteers to encourage career advancement and increase participation.

EIT Health is committed to providing a work environment that is free from harassment and discrimination.

All recruitment and selection procedures and decisions will reflect EIT Health's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions.

RESPONSIBILITIES

It shall be the responsibility of the **COO** to implement this policy and to monitor its performance.

It is the responsibility of **Managers and Supervisors** to ensure that:

- They are familiar with the recruitment policies and procedures, and that they follow them accordingly;
- Staffing levels for their area are determined and authorised;
- All roles have current position descriptions that specify role requirements and selection criteria.

It is the responsibility of the **Human Resources** to ensure that:

- All Managers are aware of their responsibilities in the recruitment and selection process;
- Managers are given continuous support and guidance in regard to recruitment and selection issues.

PROCEDURES

Pre-Recruitment Activities

When it becomes necessary to recruit for a position, Directors should carefully consider the requirements for the position, and the key selection criteria including skills, experience and qualifications.

If no position description exists for the available position, or if it requires revising, this is the responsibility of the appropriate Director. Once the new position description or amendments have been drafted, it should be forwarded on to Human Resources and approved by the CEO or COO. Selection criteria will be drawn up based on the basis of a position statement.

Prior to commencing the recruitment process, the responsible Director is required to gain approval from the CEO/COO or delegated authority.

Direct Internal Appointments/Promotions

In situations where a Director wishes to promote an employee who meets the specific selection criteria for the vacant position into the internal vacancy, the appointment must be authorised by the appropriate Director, and the approval is to be forwarded to CEO/COO.

Internal Advertising

Where appropriate, EIT Health will advertise/communicate all vacancies internally.

External Advertising

Where a position cannot be filled internally or where it is appropriate to conduct an external recruitment campaign, the available position should be advertised through relevant networks and on relevant websites.

All advertisements must be approved by Human Resources.

If required, the Director will prepare an appropriate recruitment advertisement for the position and submit it for review and approval to Human Resources. Human Resources and COO will administer the placement of the advertisement and monitor applications received.

Use of Recruitment Consultants

Where deemed appropriate, external recruitment consultants may be used for recruitment purposes.

It remains the relevant Director's responsibility to ensure that the recruitment consultant adheres to EIT Health's recruitment and selection policies.

Screening Applicants

If a recruitment consultant has been engaged to recruit for a position, they will be responsible for screening the applicants.

Resumes must be screened against the position description so that assessments can be made of their suitability for the specific role. Applicants who are assessed as suitable will then be selected for interview.

The recruiting Director should consult with Human Resources if they require any assistance with the selection process.

References shall be sought, where appropriate. Previous employers and referees shall be contacted, and transcripts, qualifications, publications and other certification or documentation shall be validated.

Any checks which may form part of the selection process should be conducted prior to issuing an offer of employment.

Conducting Interviews

The short-listing and interview process will be conducted by a selection panel which will be appointed by the relevant Director or supervisor for the position and will should include the COO.

If any member of staff finds that they are assessing any applicant where there is a perceived or actual conflict (eg. Where the applicant is a family member, friend or past colleague) they shall declare the perceived or actual conflict to the panel.

New Starter Paperwork

If a candidate has been selected, the Director is to make a written offer (via email) to the candidate. This note should confirm the start date, salary, position and the terms and conditions of employment pertaining to the future employee (number of holiday days, length of probation period etc.).

Once the offer has been accepted Human Resources will draft an employment contract which will be sent to the future employee for signature.

The Director is responsible for liaising with Human Resources to ensure that the necessary documentation, equipment and access privileges are prepared for the new employee.

Human Resources will forward a new employee questionnaire to the new employee for their completion.

Records and Correspondence

All contact regarding the position is to be directed through EIT Health's special email inbox applications@eithealth.eu with limited and restricted access only for Human Resources and COO.

Applicants who do not meet the key selection criteria and are not suitable to be short-listed for an interview should be sent a written note advising them that their application has been unsuccessful.

AUTHORISATION

EIT Health CEO and EIT Health COO