
*Co. Clare Vocational
Education Committee*

RECRUITMENT

and

SELECTION

POLICY

CO. CLARE VOCATIONAL EDUCATION COMMITTEE

RECRUITMENT and SELECTION POLICY

Recruitment & Selection Policy

It is the policy of Clare Vocational Education Committee to ensure recruitment and selection is conducted in an efficient and focused manner and in compliance with relevant employment legislation. 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 ensure the candidate best suited to the position will be selected. Such commitment is considered crucial to the continuing development of Clare Vocational Education Committee as an organisation of and for excellence.

Vacancies as advertised by Clare Vocational Education Committee are open to all suitably qualified candidates, subject to their satisfying the necessary educational qualifications, skills and experience criteria relevant to each specific post, as specified in the Job Description. No questions in relation to sex, marital status or personal circumstances will be asked in advance of appointment. Interviews will deal only with the applicant's suitability for the post and ability to fulfill the post requirements. Both sexes will be represented, where possible, on interview panels.

Public Advertisement

Substantive vacancies within Co Clare VEC will be advertised externally, or internally where collective agreements so require. Where, after an internal advertisement a post has not been filled, it may be advertised externally.

Selection Boards

In general, Selection Boards will consist of three members. All such boards must have at least one female member and at least one male member. In the case of five member boards, it will be expected that the Board will have at least two female and two male members. A Board not so constituted must receive prior written approval of the Chief Executive Officer.

Canvassing

Canvassing (i.e. making an approach to secure advantage) is an unacceptable practice, which will lead to disqualification.

Equal Opportunities

Clare Vocational Education Committee is fully committed to equality of opportunity in all its employment practices, policies and procedures.

The purpose of this policy is to build on the statutory position and to create awareness and a climate in which equal opportunity is developed and promoted in accordance with the spirit as well as the letter of the legislation i.e. The Employment Equality Act, 1998.

Equal opportunity is an integral part of this VEC's overall policy and must therefore be observed by all staff. Clare Vocational Education Committee is relying on the contribution and attitude of all staff and members of selection boards in ensuring the overall effectiveness of the application of the policy.

While Equal Opportunities is formally assigned as an integral part of the responsibility of management, all staff are encouraged to promote equal opportunities for all in working life.

- It will ensure that no job applicant or employee will receive less favourable treatment due to his/her sex, marital status, family status, age, sexual orientation, political persuasion, religion, disability, race, colour, nationality, national or ethnic origins including membership of the travelling community in terms of recruitment, pay and conditions of work, training and work experience and opportunities for career promotion.
- All employees will be selected, promoted and treated on the basis of their abilities and merits only, and according to the requirements of the job. All employees will have equal opportunities to show ability and to progress within Clare Vocational Education Committee and its associated bodies.

Discrimination

Discrimination under the Employment Equality Act, 1977 can be either Direct or Indirect in relation to sex and/or marital status or in relation to victimisation.

Direct Discrimination occurs where a person is treated less favorably than a person of the same sex (or a person of the same sex but of different marital status) is treated, or would be treated, in the same circumstances.

Indirect Discrimination occurs when a person is obliged to comply with a requirement relating to employment which is not essential to the job but with which a substantially greater proportion of persons of the other sex or of a different marital status are able to comply.

Victimisation occurs when a person is penalised or treated less favourably because of pursuing their rights to equal treatment, supporting action or giving notice of intention to take or support action under equality legislation. Victimisation is prohibited under the legislation.

Employment of Relatives

No member of a Selection Board should have any involvement in the selection process, including the shortlisting process, for the appointment or promotion of a member of family or that of his /her partner.

Sexual Harassment

Clare Vocational Education Committee fully supports the right of every student and staff member to work and study in an environment which is free from sexual harassment and is committed in its efforts to provide an environment which is free from sexual harassment.

Grievances

Complaints concerning discrimination should be pursued through normal grievance procedures.

Language

Clare Vocational Education Committee will demonstrate its commitment to equal opportunities by using non-discriminating/non-sexist language in all documents.

Review

These procedures and guiding principles will be kept under review and may be amended from time to time.