Mevagh Family Resource Centre

Employee Recruitment Policy

Document:	**Employee Recruitment Policy**
What is this?	This is Mevagh Family Resource Centre (Mevagh FRC) current Employee Recruitment Policy
CRA Code Sections:	3.3, 3.4
Use of Document:	Directors of Mevagh FRC CRA Compliance
Date Approved:	This Policy was approved by the Voluntary Board of Directors of Mevagh FRC at its meeting on 18.11.2024
Review Date:	This Policy will be reviewed every 3 years by the Voluntary Board of Directors of Mevagh FRC.

Policy Statement

As a charity/community-based organisation, people are our most important asset. We therefore recognise that it is crucial to recruit people with the necessary skills, knowledge, value set and experience to help us achieve our charitable purpose and associated goals.

We provide appropriate support, supervision, and appraisal to allow employees to realise their full potential in the workplace. We value the contributions that employees make to the aims and objectives of Mevagh FRC.

Recruitment and Selection

Mevagh FRC are committed to compliance with all relevant legislative obligations, which apply to the workplace.

Selection criteria are based on the relevant skills, qualifications, experience and potential of candidates. We provide equality of opportunity, and we ensure a recruitment process free from any form of unlawful discrimination under the Employment Equality Acts 1998 - 2015.

Depending on the role to be filled, our recruitment and selection process which is carried out by the HR/Staff Liaison Sub-Committee of the Board may include the following stages:

- Preparing/reviewing/revising a Job Description and terms and conditions of employment.
- Agreeing selection criteria.
- Preparing and placing a recruitment advertisement.
- Shortlisting applicants against agreed selection criteria.
- Notifying interview candidates and unsuccessful applicants.
- Interviewing of candidates by a suitable interview panel.
- Assessing candidates against agreed selection criteria.
- Making an offer of employment to successful candidate(s) (on a provisional basis, subject to checking of references and verification of educational qualifications).
- Verifying relevant educational qualifications/licences of the successful candidate(s).
- Checking employment or other references with referees nominated by the successful candidate(s).
- Completion of Garda vetting (if applicable).
- Ratification of appointments by the Board of Mevagh FRC.
- Notifying unsuccessful interview candidates.
- Issuing a contract of employment for the employee's signature.
- Providing interview feedback to unsuccessful candidates who request it.

Confidentiality and Data Protection

Mevagh FRC respects the right to privacy and confidentiality of our employees and prospective employees. Mevagh FRC may from time to time in the course of administering its business and exercising its legal rights and performing its legal obligations in connection with the recruitment of employees, need to process both personal data and special categories of personal data (including, for example, information relating to health, trade union membership). Mevagh FRC will process such data in accordance with the applicable data protection legislation including the General Data Protection Regulation (GDPR) and the Data Protection Acts 1988 - 2018 (the DPA).

Further details in relation to what personal data is collected in relation to employees or prospective employees, and the purposes for which such data may be used are set out in Mevagh FRC data protection policy, (which may be amended or updated from time to time).

Reference Checks

References checks and any verification of educational qualifications, which involves contact with third parties will only take place once Mevagh FRC forms a clear view that it would like to recruit a particular employee. Mevagh FRC will always request the permission of the candidate in advance of checking references or qualifications. Reference checks for every candidate are carried out in the same way. It is the policy of Mevagh FRC to seek two references, preferably from separate sources e.g., academic, employment, volunteering etc.

Training and Development

Employees undergo an induction that provides information appropriate to their role. Every employee will be provided with:

- A job description.
- Information about the vision, mission, and organisational structure of Mevagh FRC.
- Information about how the employee's role fits within the broader purpose of Mevagh FRC.
- Information about the employee's supervisor/line manager and key contacts within the organisation.
- Details of working conditions.
- A copy of Mevagh FRC Employee Handbook.
- Details of Mevagh FRC grievance and disciplinary procedures.
- All other relevant policies and procedures of Mevagh FRC.
- An opportunity to ask any queries that they may have about their role.

Additional induction resources are available through management for specific roles in the organisation.

An appropriate level of training is available to all employees to assist them to work in a safe and effective manner.

Probationary Period

A probationary period applies for new employees and existing employees who have taken on new roles within Mevagh FRC. The relevant period is outlined in an employee's contract of employment.

Support, Supervision and Appraisal

Employees have access to support, supervision, and appraisal during the probationary period and throughout their employment period. Difficulties that arise will be dealt with in a fair, open and efficient way and in line with Mevagh FRC grievance and disciplinary procedures.

Remuneration

Remuneration for employees is outlined in their contract of employment.

Expenses

Employees may be reimbursed for expenses incurred, in line with Mevagh FRC policies and procedures and by prior approval only.

Review

This policy will be reviewed in 3 years or sooner should circumstances change.

Signed: _Lisa Byrne_ (Chairperson)   Date: _18_ / _11_ / _24_

Signed: _Ruth G_ (Director)   Date: _18_ / _11_ / _24_

Revision History

Revision No.	Approval Date	Document Reference and Changes Made	Name