



## **DBS Recruitment Policy**

### **Purpose and Scope**

Dublin Business School is an Equal Opportunities Employer and is committed to recruiting and retaining staff of the highest calibre. We will ensure fair and equal opportunities for all potential and existing employees. This relates to gender, marital status, family status, age, disability, race, sexual orientation, membership of the Travelling Community and religious belief.

This recruitment policy outlines how DBS will recruit and select the best calibre candidates. Having a transparent recruitment policy will ensure that DBS adheres to a lawful process, that job descriptions reflect the needs of the business, and that candidates are assessed against consistent selection criteria.

### **Equality**

The Equality Acts prohibit discrimination against a person on nine grounds. These are sex, marital and family status, age, disability, sexual orientation, religious belief, race (this includes colour, nationality and ethnic origin) and membership of the traveller community.

The Acts cover all stages of the recruitment and selection process from the wording of the job advertisement, the job description, the selection criteria, shortlisting, conduct of the interview, questions and comments made at interview, through to the final selection decision.

### **Responsibility**

Staff and management involved in the recruitment and selection process are responsible for following the procedures that are outlined in this policy. The recruitment process and procedures will be monitored by the Human Resources team, who will also be responsible for ensuring that procedures are kept up to date and in line with current legislation and best practice.

To avoid a conflict of interest or an appearance of a conflict of interest, no employee may initiate or participate in, directly or indirectly, a decision involving the rehire, promotion, or management of a family member or someone with whom they have an intimate relationship.

### **Recruitment Procedure**

This policy specifies the procedures to be followed when hiring employees. It applies to all employees whether full-time, part-time, fixed-term, hourly-paid, temporary or permanent and the aim is to ensure consistent and fair treatment for all in the organisation.

## **1. Job Requisition**

The hiring manager creates a job requisition in Workday, including a detailed job description, person specification and compensation. The job description will explain the role, including the main duties, and the person specification will describe the required qualifications and attributes of the ideal candidate.

### **Job Description**

The job description should outline the following areas:

- the main purpose of the job and the context in which it exists
- the key areas of responsibility and accountabilities
- the reporting relationships
- the tasks and skills involved

In writing a job description, the following broad principles should be adhered to:

- the aim is to describe the principal tasks of the job
- specific conditions pertaining to the functions of the post should be clearly defined
- the job description should allow for flexibility in the allocation of new duties relevant to the core functions of the post. This will avoid potential issues such as demarcation and ensure the required level of flexibility amongst staff exists.
- the job description must not be discriminatory or make explicit or implicit reference to the age, gender or any other irrelevant characteristics of the position holder

### **Person specification**

The person specification should outline the following areas:

- Skills, qualifications, knowledge, behaviour, competencies, attributes and experiences of the ideal candidate.

The job description may cover both the essential and desirable criteria.

**Essential criteria** are those that are critical for the satisfactory performance of the job. All applicants must meet all essential criteria to be considered for the next stage of the recruitment and selection process.

**Desirable criteria** are those, which enhance a person's capacity to do the job. They are usually not listed as essential because it is expected that they can be acquired once in employment.

## **2. Advertise (*internally/externally*)**

After the job requisition is approved by the Dean and the compensation is approved by the Head of Finance, the position is advertised internally and externally via Workday by the internal recruiter. Staff members are notified about internal vacancies through an all staff email and the staff intranet. The job advertisement will include information on how candidates should apply via Workday.

Exceptions to the above can potentially occur if the vacant position is currently occupied by an existing staff member, and that staff member is deemed to be suitable to occupy that role on a permanent basis. This will be at the discretion of DBS Management. In addition where DBS deems that the role is of a commercially sensitive nature it may mean the role may be recruited by a third party.

## **3. Shortlist**

Shortlisting is the initial first stage in the recruitment process. It involves a review and evaluation of all the applications submitted by candidates and identifies those candidates who most closely meet the essential selection criteria established for the post.

## **4. Panel**

The hiring manager is responsible for selecting the interview panel. The hiring manager should ensure that the panel is familiar with the job description and with interviewing. The panel should agree in advance the areas to be covered and the sequence of the questions. To ensure consistency and fairness all candidates should be asked the same questions based on the competencies, skills and experience set out in the job description and person specification. The panel should only ask questions relevant to evaluating an applicant's ability to fulfill the requirements of the job.

## **5. Interview**

The internal recruiter will set up interviews with the chosen candidates at a time suitable for all members of the chosen interview panel. The panel will use competency based interview questions. Detailed notes from each interview are maintained to show how marks were allocated. Records of the shortlisting and the interview process are stored on the candidate's account on Workday. If a candidate feels that they may have been discriminated against, they can make a written complaint to the Internal Recruiter/Management. All information will be held in line with the Data Protection legislation.

## **6. Selection**

In addition to conducting interviews psychometric testing may be used for senior roles as and when required.

In selecting the right candidate for the role, DBS will consider both the interview questions and where applicable, the psychometric test results. The hiring manager will invite each panel member in turn to outline his or her evaluation of each candidate. Once all the feedback is collated, the hiring manager will consult with HR to make a recommendation.

It is DBS policy that all candidates for academic positions are presented to the Academic Appointments Sub-Committee (AASC) for endorsement prior to an offer and contract being issued. The committee reviews CVs and interview notes of successful candidates' and will make recommendations based on the candidates qualifications and professional and academic experience. Once the AASC endorses the candidate, a certificate is issued and sent to the HR department. The Head of Faculty and School Operations and the Head of Academic Programmes have the discretion to approve short term hires to ensure that the business needs are met. However we must ensure that the individual goes through the AASC and this happens in all cases, to ensure they are qualified to teach at a particular level or subject area.

It is the hiring manager's responsibility to extend the offer verbally to the successful candidate. The internal recruiter contacts unsuccessful candidates via an email sent through Workday

### ***7. Offer Letter***

The internal recruiter will issue an offer letter to the successful candidate via Workday for signing.

### ***8. Reference Checks***

The candidate is required to provide details of two referees via Workday. Should the prospective employee have worked for 5 years or more in their most recent employment, one reference will be sufficient. It is the responsibility of the internal recruiter to carry out the reference check.

### ***9. Contract Signing and Onboarding***

The internal recruiter will issue a contract to the successful candidate via Workday; it will require two signatures: the hiring manager and the successful candidates. After the candidate signs the contract, the onboarding process will begin.

### ***10. Vetting Procedures***

Vetting procedures must be carried out prior to the successful candidates first day of employment in DBS. The candidate must provide personal documents listed from the Garda Vetting checklist to complete the Vetting application.

### ***11. Confidentiality***



It is important that all those involved in the selection and recruitment process treat all applications in strict confidence.

**Review**

*Employment policies will be reviewed and amended from time to time by the Company in line with legal requirements, business objectives, operational needs, and for other reasons that may arise. The Company will endeavour to notify staff of some key changes; however it is the responsibility of all employees to keep themselves up to date with the current versions of employment policies either as made available via the Human Resources intranet page or via hard copy. Please therefore revisit all employment policies at regular intervals, and refer to relevant policies as when the need arises.*