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Bord Oideachais agus Oiliúna
an Chabháin agus Mhuineacháin
*Cavan and Monaghan
Education and Training Board*

Cavan and Monaghan Education and Training Board

Recruitment and Selection Policy and Procedures

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Table of Contents

1. Policy Statement	4
2. Legislation	4
3. Procedures.....	5
3.1 Vacancy.....	5
3.2 Advertising the Post.....	5
3.3 Selection Board	5
3.4 Composition of the Selection Board	6
3.5 Declaration of interest.....	6
4. Teaching Council of Ireland	7
5. Shortlisting	8
6. Interviews.....	9
7. Other Forms of Assessment	10
8. Interview Arrangements	10
9. Guidelines for Selection Boards.....	11
10. Referee Reports.....	13
11. Offering Appointment	14
12. Panels	14
13. Pre-Employment Medical Assessment.....	15
14. Original Documentary Evidence of Qualifications	15
15. Garda Vetting	15
16. Advising Unsuccessful Candidates	16
17. Post Interview Feedback.....	17
18. Work Permits.....	17
19. Contract of Employment.....	17
20. Implementation and Review	18

1. Policy Statement

It is the policy of Cavan and Monaghan Education and Training Board (CMETB) to recruit and retain quality staff in a fair and consistent manner, free from discrimination. To this effect, CMETB has developed the following recruitment and selection procedures.

Recruitment will be based on these procedures, on the job description and the objective requirements of the job and will be without discrimination on the grounds of the candidate's sex, marital or family status, age, disability, religion, sexual orientation, race, or membership of the Traveller community.

2. Legislation

These procedures are governed and informed by the following National and European Union Legislation:

- Articles 48 and 49 (Free Movement of Workers) and Article 119 (regarding Equal Pay) of the Treaty of Rome, 1957, as Amended by Subsequent Treaties.
- Employment Equality Acts, 1998-2007
- Employment Permits Acts, 2003 & 2006
- European Communities (Aliens) Regulations, 1977
- Aliens Act, 1935
- Data Protection Acts, 1998-2018
- General Data Protection Regulations (GDPR) (EU) 2016/679
- Freedom of Information Act, 2014
- Disability Act, 2005
- Department of Education Circular Letters/Notices/Memoranda/Collective Agreements
- Public Service Management (Recruitment and Appointments) Act, 2004
- Protection of Employees (Part-time Work) Act 2001
- Protection of Employees (Fixed-Term Work) Act 2003
- Other relevant Legislation and Collective Agreements

3. Procedures

3.1 Vacancy

The recruitment and selection process begins when a vacancy exists, arising from:

- a new post
- a vacant existing post
- a substitute post

The initial steps taken are as follows;

- Determine the nature of the contract, that is permanent whole-time/contract of indefinite duration, fixed-term, pro-rata, part-time, non-casual part-time, casual part-time.
- Clarify the exact nature of duties.

3.2 Advertising the Post

CMETB currently advertises vacancies in a number of ways, including:

- www.careers.cmetb.ie
- CMETB website
- CMETB social media
- National press
- Local press

3.3 Selection Board

The primary method of selection in CMETB is by means of interview. A selection board is established in respect of each post and is requested to recommend a candidate for appointment following a selection process. The selection board assesses applications against the selection criteria.

The main assessment method of shortlisted candidates is a formal interview, supplemented in some cases by presentations, second interviews, skills and aptitude tests.

The purpose of the selection board is to assess the merit of each candidate and to recommend for appointment the candidate with the greatest merit, in relation to the criteria as specified for the post. The deliberations of the selection board should at all times remain confidential. Once the selection board makes a recommendation for appointment to the Chief Executive, an offer of employment will be made to the successful applicant(s).

3.4 Composition of the Selection Board

The composition of the selection board is dependent on the nature of the vacancy. Appointment and promotion of second level teaching staff is currently subject to the terms and conditions of [Department of Education Circular Letter 0043/2000](#). The typical composition of such a board is three members, including an educationalist, a personnel specialist and a member of the ETB.

Composition of selection boards for all staff appointments is generally a member of the ETB plus two specialists in the relevant area.

CMETB will strive to have a gender balance on all selection boards which reflects the gender balance of the candidates invited to interview. The composition of the selection board must be consistent at all times.

3.5 Declaration of interest

Each selection board member is required to complete a Declaration of Interest form before being ratified to the selection board.

A conflict of interest is deemed to be where a selection board member feels that their relationship or knowledge of an applicant will not allow them to make an unbiased judgement. A close relationship to a candidate such as spouse / partner / child / other close relative or close acquaintance is deemed to be a conflict of interest and should be declared. Should a board member identify a conflict of interest, they should bring it to the attention of a member of the HR Department immediately.

4. Teaching Council of Ireland

The Teaching Council was established on a statutory basis in March 2006 to promote teaching as a profession at primary and post-primary levels, to promote the professional development of teachers and to regulate standards in the profession.

Under section 30 of the Teaching Council Act, 2001 teachers employed in recognised schools must be registered with the Teaching Council in order to be paid from public monies by the Department of Education or an ETB.

The Minister for Education signed the commencement order for Section 30 of the Teaching Council Act, 2001 on 01 November 2013 to come into **operation from a legally irrevocable date of 28 January 2014.**

Anyone working as a teacher in a recognised school, who is not currently registered with the Teaching Council, should **immediately** apply to the Teaching Council for registration.

The Department of Education and ETBs are prohibited by law from paying unregistered people employed in teaching positions in schools on or after 28 January 2014 except in very exceptional circumstances and for very short time periods.

Further details including registration application forms and frequently asked questions are available from the Teaching Council:

Website: www.teachingcouncil.ie

E-mail: postprimaryregistration@teachingcouncil.ie for post-primary school teachers

CMETB requires that all applicants for teaching posts are registered with the Teaching Council and possess the relevant qualifications for that post.

For details of how to register and other information, please refer to the Teaching Council of Ireland website www.teachingcouncil.ie

DE Circular Letters:

Circular 0031/2011 - Teacher Recruitment, Registration and Qualifications

Circular 0052/2013 - Procedures on the Commencement of Section 30 in Recognised Schools

Circular 0025/2013 - Requirement for Teachers in Recognised Schools to Register with the Teaching Council

- are available on www.education.ie or may be obtained from the HR Department.

5. Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing vacancies to the position. CMETB may decide to employ a shortlisting process to select a group for interview who, based on an examination of the documents provided by the applicants, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable, or incapable of the job, rather that there are some candidates who are, prima facie, better qualified or have more relevant experience.

Shortlisting is the process whereby candidates are assessed against the agreed selection criteria on the basis of information provided in the application documentation, in order to identify those candidates who best satisfy those criteria for further assessment. It is therefore in an applicant's own interests to provide a detailed and accurate account of qualifications / experience on the application form.

Once the application deadline has closed, the Chief Executive, and/or the relevant Director or Manager, and the HR Department will set shortlisting criteria. Then the most suitably qualified candidates will be invited to interview.

6. Interviews

Interviews for many positions in CMETB are “competency-based”. A competency-based application form requires the candidate, to describe some of their personal achievements to date that demonstrate certain competencies (necessary skills and qualities) required for the position they are applying for (for example, professional knowledge, professional practice, professional development, professional values and relationships, contribution to the school and community and so on).

A definition of a skill or quality for each competency is given on the application form. The candidate is then asked to describe a situation, from their own experience, which they think is the best example of what they have done which demonstrates this skill or quality.

Candidates are advised to describe what they have done which demonstrates this skill or quality.

Candidates are advised to structure what they write so that they give specific information about what they have done – for example, do not simply say that “**X was successful**”, they should describe exactly what **they** did and how **they** demonstrated the skill or quality in question.

For each example the candidate might include the following:

- The nature of the task, problem or objective.
- What they actually did and how they demonstrate the skill or quality (and, where appropriate, the date they demonstrated it).
- The outcome or result of the situation and their estimate of the proportion of credit they can claim for the outcome.

Should a candidate be called to interview, the Board may look for additional examples of where they demonstrated the skills required for this post. Candidates should think of a number of examples of where they demonstrated each of the skills.

As well as being competency-based, interviews are also competitive, with candidates scored against the competencies demonstrated and relative to each other. This means that candidates are scored on their presentation and performance at interview using

competency-based questioning and scored against other candidates, in order to achieve a ranking score which determines whether they are successful.

In the case of the formation of panels the ranking score determines whether the candidate has been successful in being placed on the panel and if so in what position.

7. Other Forms of Assessment

For some posts it may be necessary to supplement the interview with other forms of assessment. Shortlisted candidates will be advised in advance of any alternative forms of assessment. The Board reserves the right to use a variety of assessment techniques; such additional forms of assessment may include the following:

- Delivering a brief presentation on a particular subject.
- Demonstrating the safe use of a basic piece of equipment.
- Completing an assessment of computing skills, for example word processing, spreadsheet or desktop publishing skills.
- Psychometric testing.
- Oral or written tests in the Irish Language.
- Demonstration on teaching a lesson.

8. Interview Arrangements

The HR Department will make arrangements for the interviews by:

- Preparing a schedule of interviews from the agreed shortlist.
- Arranging for an appropriate venue, including an area for interviews and waiting area.
- Advising shortlisted candidates of their interview date, time and venue.
- Advising Selection Board members of the interview date, time and venue.
- Preparing a file (hard copy or via MS TEAMS) for each member of the selection board containing the advertisement, the job description (if any), the candidates application forms, Declaration of Interest form and any supplementary documentation.

Interviews may also be held online, via MS TEAMS. In this instance, application forms are shared with selection board members via MS TEAMS.

Please note, for the duration of the Covid-19 pandemic and related restrictions, interviews took place on-line, via MS TEAMS. CMETB reserves the right to conduct interviews using this method where appropriate and desirable.

In order to assist the Selection Board, for some interviews, for example where there is a large field of candidates, CMETB will request to take a photo of the candidate. A member of CMETB staff will take the candidate's photograph (head and shoulders only) on arrival before the interview commences. This photograph will be taken and used only to enable the selection board to identify the candidate at the end of the interview process when they are carrying out their final evaluations and awarding scores to each candidate. The photograph will be deleted when the recruitment process is completed. If a candidate does not wish to have their photograph taken for this purpose, they should let the HR Department know when they arrive for interview.

9. Guidelines for Selection Boards

- For in-person interviews, the interview file containing a copy of the post as advertised, application forms of shortlisted candidates and a draft interview schedule is available to board members prior to interviews. For online interviews, the application forms are available to selection board members via MS TEAMS.
- The completed schedule will be made available to the board prior to commencement of interviews.
- Each board member will be required to complete a Declaration of Interest form before being ratified to the interview board.
- A Conflict of Interest is deemed to be where a board member feels that their relationship or knowledge of an applicant will not allow them to make an unbiased judgement. A close relationship to a candidate such as spouses / partner / child / relative or close acquaintance is deemed to be a Conflict of Interest and should be

declared. Should a board member identify a Conflict of Interest they should bring it to the attention of the HR Department immediately.

- Before interviews commence, the selection board will be briefed by a member of the HR Department who will provide specified details for the post being interviewed, give the board any additional information and who will be on hand throughout the process to assist the board as required.
- Each candidate will be allocated equal time for their interview. All candidates will be asked the same core questions to ensure a consistent and fair approach. The board are requested to keep to the interview schedule in so far as possible.
- HR may supply suggested interview questions and interview evaluation forms to the board prior to interviews. It is important that board members attend at the requested time to enable questions and evaluation forms to be agreed before commencement of interviews. As the evaluation form correlates directly to the areas questioned it is important that both documents are agreed by the board before interviews begin.
- Interview questions are compliant with current employment legislation. Questions asked must not discriminate under any of the nine grounds covered by Employment Equality Act, 1998, that is: Gender, Marital Status, Family Status, Age, Disability, Race, Sexual Orientation, Religious Belief and Membership of the Traveller Community.
- The Board are required to elect a chairperson (normally the CMETB Representative) and to nominate a secretary who is responsible for the completion of the interview evaluation forms.
- Each board member is required to complete and sign off on the evaluation form. It is important to note that the evaluation form is made available to interview candidates as feedback from their interview.

- In the case of online MS TEAMS interviews, interview evaluation forms are shared with selection board members for signing via Adobe Sign.
- In addition to the completion of an evaluation form for every candidate interviewed the board must complete the overall appointment form detailing, in order of merit, the candidates that are recommended for appointment to the post. Candidates should be placed on a panel only if the selection board is fully satisfied with the candidate's suitability for appointment.
- Board members may take their own notes during the course of the interview for their own use at the end of the interviews when carrying out their final evaluation and scoring for each candidate. Interview notes will be collected by HR staff at the end of the interview process once the evaluation forms are completed and signed off. These notes are then shredded. For posts with an Appeal Process, for example, Principal/ Deputy Principal/ Posts of Responsibility, these notes are retained by the HR Department for 18 months, in line with the requirements of the relevant Department of Education circular letter and the CMETB Records Retention Schedule.
- The interview questions asked by the Interview Panel members will not be made available to applicants.

10. Referee Reports

Offer of employment will be conditional on receiving satisfactory references. References will be sought immediately following interview in respect of the recommended candidate. CMETB will not accept written references provided by candidates and will seek references directly from the referees named by the candidate on their application form. The nature of referee reports sought is dependent on the nature of the vacancy, at least one of the referees should be in a position to report on a previous employment.

In some instances, references may be sought prior to interview, which is notified to applicants on the application form.

11. Offering Appointment

It is the role solely of the Chief Executive, or the HR Department if nominated by the Chief Executive, to contact the successful candidate following recommendation of the selection board.

Offers of employment will be contingent on receipt of the following:

- Original documentary evidence of academic qualifications
- In the case of teachers, documentary evidence of current Teaching Council Registration
- Original birth certificate
- Satisfactory Garda Vetting and completion of the Statutory Declaration
- Satisfactory medical examination (by Occupational Health Service)
- Satisfactory Referees' reports
- Satisfactory completion of all pension-related documentation
- Acceptance of Code of Conduct

12. Panels

Following interview, a panel of qualified candidates ranked in order of merit may be formed from which further appointments may be made during the lifetime of the panel, which is normally one year or when the panel is exhausted, whichever is the sooner. For certain competitions, the lifetime of a panel may be extended. Placement on a panel is not a guarantee of appointment to a position.

Each year a teacher substitute panel is created on the basis of qualifications, Teaching Council registration and satisfactory Garda Vetting. Short-term teacher substitution vacancies may be filled from this panel.

13. Pre-Employment Medical Assessment

The primary purpose of the pre-employment medical assessment is to assess an individual's fitness for a particular post or occupation with regard to the requirements of that post.

Pre-employment medical questionnaires can:

- Help ensure the individual can perform the tasks effectively
- Detect an infirmity that may be of danger to the worker or co-worker
- Help determine if the job poses a health risk
- Advise if any job restrictions or accommodations are required
- Facilitate health and safety best practice

CMETB requires all successful candidates to complete a pre-employment medical assessment. The pre-employment medical assessment will be carried out by the DE approved Occupational Health Service via their website www.medmark4teachers.ie or www.medmark4snas.ie or www.medmark.ie.

14. Original Documentary Evidence of Qualifications

The successful candidate is required to submit original documentary evidence of their academic qualifications from the awarding institution, that is their academic transcripts for each year of study (statement of results) and parchment/s, following acceptance of the offer of employment. Teachers must also provide documentary evidence of current Teaching Council Registration and evidence of the subjects they are registered to teach, and any conditions placed on them by the Teaching Council for example, conditional on post qualification experience.

15. Garda Vetting

CMETB is registered with the National Vetting Bureau (NVB) which provides a disclosure service for organisations who have staff positions which involve regular unsupervised access to children and vulnerable persons. As part of the CMETB recruitment and selection process, each offer of employment to posts where working with children and vulnerable persons, is subject to a satisfactory outcome of the Garda Vetting process.

Newly registered teachers will be vetted by the Teaching Council. All other employees will be vetted by CMETB. Retrospective vetting of teachers, who have never been vetted, will be carried out by the Teaching Council, in accordance with DE C/L 0016/2017.

The Board reserves the right to have employees vetted every three years or more frequently, if deemed necessary. Re-vetting of teachers will be carried out by the Teaching Council.

As an additional safeguard, under DE Circular Letter 0031/2016, a child protection related Statutory Declaration must be provided by all persons being appointed to teaching and non-teaching positions of any duration. A Statutory Declaration is regarded as valid if made in the same or previous calendar year. In addition, the associated undertaking (which is specific to the employing school authority) must be signed by all persons prior to commencing employment of any duration.

- DE Circular Letters 00031/2016 - Commencement of Statutory Requirements for Garda Vetting and its associated 0031/2016 FAQs
- DE Circular Letters 0016/2017 and 0072/2017 - Statutory Requirements for the retrospective vetting of teaching staff, non-teaching staff and others.

Circular Letters may be accessed on www.education.ie or obtained from the HR Department.

16. Advising Unsuccessful Candidates

The HR Department will advise unsuccessful candidates as soon as possible after interview.

17. Post Interview Feedback

A copy of the Interview Evaluation Form, completed by the selection board for each candidate, detailing the marks allotted in respect of the selection criteria, is forwarded to each candidate along with their outcome of interview letter.

For posts with an Appeal Process, for example, Principal/ Deputy Principal/ Posts of Responsibility, the selection board may designate a member to give verbal feedback to candidates. Candidates wishing to receive verbal feedback in these cases should contact the HR Department to request that this be arranged.

18. Work Permits

- A. In general, non-EEA¹ nationals must have a permit to work in Ireland. EEA and Swiss nationals do not need an employment permit, except for Bulgarian and Romanian nationals.
- B. A work permit is an employment permit issued to the employee, which permits their employment in the State by the employer in the occupation stated on the permit.
- C. CMETB complies with guidelines with regard to work permits as laid down by the Department of Enterprise, Trade and Employment from time to time.

19. Contract of Employment

CMETB will issue a Contract of Employment for signing and returning to HR Department. When signed by both parties, a copy will be sent to employee for them to retain and original will be placed on their Personnel file.

¹ The EEA (European Economic Area) consists of the EU member states together with Norway, Iceland and Liechtenstein.

20. Implementation and Review

The Human Resources Department will be primarily responsible for the implementation of this policy and procedure. This policy will be subject to review in accordance with organisational needs and / or where it is necessary to do so due to changes in regulations, legislation or other such situations.

This policy was approved by Cavan and Monaghan Education and Training Board Senior Management Team.