



## **Additional Campaign Information: Applicant Information Document**

**Grade V, Support & Admin Manager  
25KROH3609  
Kilcreene Regional Orthopaedic Hospital**

Dear Candidate,

Thank you for your interest in the post of **Grade V, Support & Admin Manager**.

A panel may be created for **Grade V, Support & Admin Manager, Kilcreene Regional Orthopaedic Hospital** from which current and future permanent, temporary and specified purpose vacancies of full time or part time duration may be filled.

This document provides information on the recruitment and selection process. We recommend that you read this document before submitting your application.

### **The HR / Recruitment Team Contact details:**

- For any queries regarding the Recruitment process, please contact: [uhwrecruitment@hse.ie](mailto:uhwrecruitment@hse.ie)
- For role-specific enquiries, please contact the named person in the Informal Enquiries section on the Job Specification.
- The HR/Recruitment team may contact you via email, phone, SMS, or post. It is important to provide accurate contact details on your application form and ensure regular access to your emails. If you choose to use your work email, be aware that some communications may require a response within a specific timeframe. To prevent emails from going into spam, consider adding the HSE domain to your whitelist or safe senders list.

### **Who should apply?**

We welcome applications from qualified individuals who meet the eligibility criteria for this role. The job specification outlines further information on the role and includes details on the eligibility criteria.

The HSE is an equal opportunities employer. Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. We aim to develop the workforce so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.

- The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential.

For more details and information on:

- Qualifications and eligibility criteria refer to [Appendix 1: Eligibility Criteria](#).
- EEA, Swiss, British and Non-European Economic Area Applicants resident in the State see [Appendix 2: EEA / Swiss / British Applicants and Non-EEA Applicants](#).

A full explanatory list of the documents required from a Non-EEA Applicant resident in the State at application stage is in Appendix 2.

Please note Non-EEA citizens resident in the State who are not able to supply the documents listed in Appendix 2, are not entitled to participate in this recruitment campaign. This is in accordance with the EU Community Preference principles. Information [on community preference principles](#).

While the HSE is an equal opportunities employer, in line with current Department of Enterprise, Trade and Employment Permit requirements, we will only consider applications from non-European Economic Area (EEA) citizens, not resident in the State, if we cannot find an EEA citizen to fill the vacancy.

The HSE welcomes applications from suitably qualified non-EEA Applicants who have refugee status. We kindly ask applicants to provide documentary evidence confirming their refugee status.

### **How do I apply for this post?**

You must complete the Application Form particular to this post.

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- There is no need to sign e-mailed applications; we will request candidates to sign their application form at interview.
- As we require the same information from all candidates in order to make fair decisions on their applications we will not be able to process applications by CV or any other method.
- E-mail applications will receive a response to let you know that we have received your e-mail. We check eligibility of the applicants after the closing date therefore it is important that you ensure you have fully demonstrated your eligibility for the campaign in your application form.
- Applications must be submitted as a Microsoft Word or PDF document format only. Applications stored on personal online storage sites, e.g. Onedrive, Cloud, Dropbox, Google Drive etc will not be accepted, applications submitted in other file formats e.g. Google Docs will not be accepted. Please pay particular attention to ensure that your application is attached as an attachment (not a link to an on line storage site e.g. Google Drive) when emailing your application.
- We can only accept complete applications received by the closing date and time i.e. **15.10.2025 at 2pm**

We will contact you mainly by email and mobile phone. Therefore, we recommend you specify in your application form your personal mobile number and personal e-mail that you check on and have access to on a regular basis (rather than a work mobile or e-mail address which you may have limited access to). It is your responsibility to ensure you have access to your mobile voice mails and emails. If you choose to use your work mobile and work email addresses you may receive communications that have a time deadline requirement while working away or on leave. We recommend you use your personal email and mobile number that you have regular access to.

### **How will the selection process be run?**

- The purpose of this recruitment and selection process is to fill current and anticipated vacancies as detailed in the job specification for the lifetime of the panel. Being on a panel does not guarantee a job offer.
- To have your application considered, complete the relevant application form in full. Incomplete forms may not be submitted for consideration by the selection board and / or progression to the next stage of the selection process.
- A selection board will assess your application form against the eligibility criteria to match your experience and skills with the post's requirements. Addressing these requirements is crucial.
- The selection process may involve multiple stages, including short-listing or ranking exercises based on the post's requirements as outlined in the eligibility criteria, skills, competencies and knowledge sections of the job specification. Successful applicants will be placed in order of merit, and called for interviews in bands / groups based on the service needs of the organisation.
- We will inform applicants that do not meet the eligibility criteria, or are not shortlisted, of the decision and the reasons.
- Applicants invited to interview will receive more details at that stage.

- Proposed interview dates are to be confirmed
- We will place applicants, successful at the interview stage, on a panel in order of merit.
- Posts are offered to the candidate with the highest order of merit.
- Interviews are an integral part of the selection process.
- The HSE requires all necessary employment references to assess the applicant's past performance and behaviour. The HSE determines the merit and relevance of references. The HSE reserves the right to remove candidates from specific recruitment panels and to retract conditional job offers if satisfactory clearances (e.g. past /current employment references, security clearances) are not available, or are unsatisfactory.
- All previous employers may be contacted for references.
- The HSE reserves the right to retract a conditional job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.

### **Candidate Supports**

Visit the [candidate supports on the recruitment process](#) for further information on:

- What to expect [when applying for a job with the HSE](#)
- What to expect during [the HSE recruitment journey](#)
- E-learning modules on the recruitment and selection process\*:
  - [Applying for a job in the HSE](#)
  - [About interviewing in the HSE](#)
  - [Practising for an Interview in the HSE](#)

\*If you are a current HSE employee, these modules are also available on HSeLanD and can be included in your learning profile.

Sign up to the [HSE's Career Hub](#) to keep informed about new job opportunities tailored to your preferences. You can find the latest opportunities on the [HSE Jobs page](#).

### **Reasonable Accommodations Requests for Candidates with Disabilities**

Applicants can be provided with access arrangements or other reasonable requirements to allow them to participate in the selection process. If you need any specific arrangements for accessing or participating in the interview, please let us know in advance.

Reasonable accommodation means making practical changes to give candidates with disabilities an equal chance. Some examples of adjustments that we can offer are assistive technology and extra time.

If you tell us you need a reasonable accommodation, we will discuss this with you. Following this discussion, we will share the outcome with the interview board members to ensure the provisions are available and in place on the day.

Read the [Process Flowchart on Reasonable Accommodation for Candidates \(Appendix 4\)](#) to help you understand the process.

### **Interview Notes**

Interview board members will take notes during each interview to use as an aide memoir to support board discussions. In keeping with process transparency, a candidate can request a copy of the

relevant interview notes. Where notes are provided these will be copies of the original handwritten sheets, typed copies are not created and therefore cannot be provided. It is important to remember the sole purpose of any notes produced. A verbatim or complete record of the interview overall should therefore not be expected.

## Formation of Panels

### What is a panel?

A panel is a list of candidates successful at interview placed in order of merit. Candidates are awarded a mark during the interview process and the candidate who scores the highest mark is placed first on the panel. Subsequent vacancies are then expressed to the panel in order of merit. If the number one successful candidate that expressed an interest on the panel refuses the job offer, it is then offered to the second candidate who expressed interest on the panel. Once a panel is formed, it remains in existence for 1 year and may be extended.

### Specific Work Sites

The purpose of the panel formed is to fill posts for **Grade V Support & Admin Manager, Kilcreene Regional Orthopaedic Hospital**

## Marking System

Candidates are given marks for skill / competency areas during the interview. These skill / competency areas are clearly outlined in the Job Specification.

If two candidates receive the same marks a second ranking exercise will be conducted. A predetermined skill / competency area from the interview will be chosen to further rank the successful candidates.

For example: Candidate A and Candidate B both pass the interview and score 421, which would place them jointly at number 3 on the panel. In this example, Professional Knowledge is the secondary ranking area. The candidate who scored highest in this area and expressed interest will receive the conditional job offer first. Candidate A scored 69 in the Professional Knowledge element and Candidate B scored 68. Candidate A will be placed at 3a and Candidate B will be placed at 3b.

If two candidates have the same mark on the secondary ranking, a third ranking exercise will be applied and so forth.

To be considered successful for a panel, you must achieve a minimum score of 40 in each skill/competency area.

Scoring Guide			
Little Evidence of this key skill area presented	Adequate / Satisfactory evidence of this key skill area presented	Good evidence of this key skill area presented	Strong evidence of this key skill area presented
1 – 39	40 - 69	70- 89	90 - 100

The Scoring Guide illustrates the breakdown of Scoring Bands used by the interview board to evaluate candidates' performance. The wording used in your interview-marking sheet may vary slightly. For example, if your score falls within 40-69 for a skill/competency area; the comment on the marking sheet may include words like sufficient, adequate, satisfactory, reasonable, or other variations to describe the evidence you provided in response to the question asked.

### Future panels

The HSE may contact all available successful candidates if the panels are exhausted. The panel's lifespan may be extended to fill specified purpose and/or permanent vacancies that may arise. Panel management rules can be modified during the panel's lifespan based on service needs, and all remaining candidates will be notified of any changes.

## Acceptance / Declination of a Recommendation to Proceed

The email communication sent to you will include the timeframes and panel management rules for each individual post relevant to your order of merit on the panel. Please refer to [Appendix 5](#) for a complete outline of the panel management rules.

## Campaign Time Scales

The Job Specification indicates the closing date for completed applications. Proposed interview dates will be indicated at a later stage. Candidates will normally be given at least two weeks' notice. In exceptional circumstances, the timeframe may be reduced.

- Closing date for applications is **15.10.2025 at 2.00 p.m.**

It is anticipated that interviews will be scheduled as soon as possible. Interviews will be held in person only, therefore candidates must be available to present for interview.

## Security Clearance

When accepting a post, panel members involved in relevant work requiring access to, or contact with, children or vulnerable adults will need to apply for vetting disclosure from the National Vetting Bureau. The HR/Recruitment team will initiate this process.

All relevant appointments require satisfactory security clearances. If you lived in a country other than the Republic of Ireland or Northern Ireland for six months or more after your 16th birthday, you must provide security clearance for each jurisdiction of residence. The clearance must be dated after your departure from that country and cover the entire period of your stay. Obtaining security clearances from other countries, such as the UK or USA, is the responsibility of the candidate and can be a time-consuming process. Therefore, if you're interested in a career within the HSE, we strongly advise you to start seeking international security clearances now. Please refer to [Appendix 3](#) for more information on international clearances.

Note if you require overseas security clearance and are unable to produce it at the time of conditional job offer, the offer may be withdrawn.

## Review and Complaint Procedure (CPSA)

Appointments in the HSE are made under a recruitment license and follow the Code of Practice Commission for Public Service Appointments (CPSA) Code of Practice. You can find detailed information about the Code of Practice as well as review and complaints procedures on the [CPSA Website](#).

### Section 7 Review

If you're unhappy with a decision made during a selection process or believe that the decision was based on incorrect information or not following documented procedures, you can request a review under Section 7 of the Code. If the review finds that the decision was incorrect, based on incorrect information, or a result of not following procedures, it may be reversed.

### Section 8 Complaint

If you believe there has been a breach of the Code of Practice and that the selection process itself was unfair, you can make a complaint under Section 8 of the Code.

You can submit a request for a review under Section 7 OR a complaint under Section 8, but not both.

Adapt the below section to match your own Review and Complaints processes.

### How to submit a request for a review or complaint

To submit a request for a review or complaint to the HR/Recruitment team, please follow these steps before submitting:

1. Identify which procedure is appropriate to your situation (Section 7 or Section 8)

2. Specify if you prefer an informal or formal review.
3. Clearly explain how the selection process was unfair or applied unfairly to you. Requests without supporting facts or grounds will not be examined by the HR / Recruitment Team.

It is recommended you initiate an informal review/complaint first. If you choose not to engage in the informal process, you can proceed directly to the formal stage.

The process for submitting a request for a review or complaint is as follows:

The process for submitting a request for a review or a complaint is as follows:

#### **Informal Review/Complaint**

Request must be submitted by email to Carmel Carlin, Campaign Lead ([carmel.carlin@hse.ie](mailto:carmel.carlin@hse.ie)) within **5 working days** of receipt of a decision.

#### **Formal Review/Complaint**

Request must be submitted by email to Lisa Grant Recruitment Manager UHW ([LisaM.Grant@hse.ie](mailto:LisaM.Grant@hse.ie)) within **5 working days** of receipt of a decision.

### **HSE Privacy Policy**

The HR / Recruitment Team is committed to protecting your privacy and takes the security of your information very seriously. The HR / Recruitment Team aims to be clear and transparent about the information we collect about you and how we use that information. More information on the HSE Candidate Privacy Policy is available at [insert link to your Candidate Privacy Statement].

### **Superannuation / Pension Information**

#### **Persons in receipt of a pension from specified Superannuation Schemes**

Former Health Service and Irish Public Sector employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of an enhanced or Incentivised Voluntary Early Retirement or redundancy from the Irish public service and should also informed themselves of the impact of returning to employment after Ill Health Retirement from any of the following pension schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Irish Public Service or Civil Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility for employment by the Health Service Executive before applying / competing for posts for this recruitment campaign.

#### **Pension Abatement**

If you have been employed in the Irish Civil or Public Service and are entitled to, or in receipt of, a pension from the Civil or Public Service; or where a Civil/Public Service pension comes into payment during your re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Abatement ensures that a public service pensioner's gross public service income, i.e. the public service pension(s) which the pensioner receives combined with their remuneration in their new public service job, does not exceed the 'relevant former pensionable remuneration' (i.e. the rate of remuneration at retirement uprated to current day value) they would have received had they continued to serve in their former position.

Pension abatement will be calculated on a periodic and pro-rata basis. This means that the period over which the remuneration and pension are paid, along with the work pattern applicable in the new public

service job, are accounted for in determining whether and to what extent abatement will apply. This calculation method applies to all new or renewed contracts after 21 December 2022. Pension abatement may (and will likely) apply to your public service pension should you proceed to be employed by the HSE / Tusla.

Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position. Further guidance on the application of Pension Abatement in the Irish Public Service is set out in Department of Public Expenditure, NDP Delivery & Reform Circular Letter 24/2022.

You will be required to complete a Section 51 Declaration Form at Pre-Employment Clearances stage (Recruitment Stage 2) prior to issue of contract. If you declare that you are in receipt of a Civil / Public Service pension or one will come into payment during the period of re-employment you will be required to complete a Pension Abatement Assessment Form.

The Pension Abatement Assessment Form will be completed at Pre-Employment Clearances stage (Recruitment Stage 2) to give you an estimate of the applicable level of pension abatement; and / or at Recruitment Stage 3 Setup in the event an estimate was not required at Stage 2 or if the details of the appointment have changed from Stage 2 to Stage 3.

Where the HSE / Tusla are both the Pension Paying Authority and the prospective employer the pension abatement assessment will be prepared by HSE National Pension Payments and the recruiter will share the estimated pension abatement calculation with you. This estimate will be based on the information provided by the Recruiter and will therefore be subject to change on confirmation of agreed terms at commencement of employment.

Where the HSE / Tusla is the prospective employer but not the Pension Paying Authority, you should engage directly with your Pension Paying Authority to establish the impact on your pension. The Pension Abatement Assessment Form will set out the information you should provide to your Pension Paying Authority.

## **Appendices: Supplementary recruitment and selection process information**

### **Appendix 1: Eligibility Criteria**

***This campaign is confined to staff who are currently employed by the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 as per Workplace Relations Commission agreement -161867.***

**Candidates must have at the latest date of application: -**

#### **Professional Qualifications, Experience, etc.**

(a) Eligible applicants will be those who on the closing date for the competition:

- (i) Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004

**Or**

- (ii) Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish<sup>1</sup>. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.

**Or**

- (iii) Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction

**Or**

- (iv) Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).

**Note<sup>1</sup>:** Candidates must achieve a pass in Ordinary or Higher level papers. A pass in a foundation level paper is not acceptable. Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme. The Leaving Certification Applied Programme does not fulfil the eligibility criteria.

**And**

- (b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.

### **Health**

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### **Character**

Each candidate for and any person holding the office must be of good character.

### **Post Specific Requirements**

1. Experience of working in a busy office environment which has involved interacting in a professional manner with management and other key internal and external stakeholders
2. Experience of supervising and managing a team of staff including rostering
3. Demonstrate a high level of ICT skills with previous experience of data collation and analysis

## **Appendix 2: EEA, Swiss, British and Non-EEA Applicants**

### **(i) Applicants who are EEA, Swiss, or British citizens do not require work permits / visas**

EEA citizens who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, Republic of Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Bulgaria and Romania.

### **(ii) Non-European Economic Area Applicants resident in the State**

To process your application it is necessary for you to submit the following documentation:

1. A scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration Stamp 1, Stamp 1G, Stamp 4, Stamp 5, or Stamp 6 showing you have permission to be in this State.

**Or**

A scanned copy of your current Irish Residence Permit showing Stamp 1, Stamp 1G, Stamp 4, Stamp 5, or Stamp 6.

**OR**

2. For permissions related to your graduate or marital/partnership status a scanned copy of your passport showing your identification i.e. the first page of your passport showing your



photograph and personal details and current immigration Stamp 1G showing you have permission to be in this State.

**Or**

A scanned copy of both the front and back of your current Irish Residence Permit (IRP) showing Stamp 1G and your Marriage/Civil Partnership Certificate.

**And**

A scanned copy of your spouse's passport showing their identification and current immigration stamp **and** a copy of their Critical Skills Employment Permit.

**Or**

A scanned copy of both the front and back of your spouse's current Irish Residence Permit showing Stamp 4 **and** a copy of their Critical Skills Employment Permit.

**Or**

If your spouse holds a Stamp 2 for the purposes of PhD study, please include a copy of their passport showing their identification and current immigration Stamp 2, OR a scanned copy of both the front and back of their current Irish Residence Permit (IRP) showing Stamp 2.

**Applications not accompanied by the above documents, where necessary, will be considered incomplete and not processed any further.** This means that your application will not be submitted for the ranking exercise and subsequent invitation to interview.

More information for non-EEA applicants resident in the State visit [Department of Justice Immigration Permissions](#)

**Note:** The HSE welcomes applications from qualified non-EEA Citizens that have refugee status. At the time of application, you will need to submit documentary evidence that confirms your refugee status.

### **Appendix 3: Clearances**

When accepting a post, panel members need to apply for a vetting disclosure from the National Vetting Bureau if their role involves working with children or vulnerable adults. The HR/Recruitment team will initiate this process for successful candidates.

If you lived in a country other than Ireland or Northern Ireland for more than 6 months after your 16th birthday, you must provide security clearance for each jurisdiction, confirming no convictions during your residence there. Satisfactory security clearances are required for all appointments. If you need overseas security clearance but cannot provide it at the time of the conditional job offer, the offer may be withdrawn.

Your security clearance must be dated after you left the country and cover the entire period of your residence. Obtaining security clearances from other countries is your responsibility and can take time. We strongly advise starting the process now if you're interested in a career with the HSE.

Note: Candidates who studied outside of the Republic of Ireland or Northern Ireland, that is, in other parts of the UK, you will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated **after** you left the UK.

Please consult the following websites for assistance:

#### **United Kingdom**

- <https://www.acro.police.uk/s/>
- [Find a police force | Police.uk](#) will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.

- Finding a job - GOV.UK will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau.

**Australia** - Australian Federal Police will provide you with information on obtaining a national police clearance certificate for Australia

**New Zealand** - New Zealand Police | Nga Pirihimana O Aotearoa will provide you with information on obtaining police clearance in New Zealand.

### **United States of America**

Please note that valid Security/Overseas Clearance from the USA must be obtained from the **FBI only**.

FBI Identity History Summary Check Address Verification/Change Request FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

### **Other Countries**

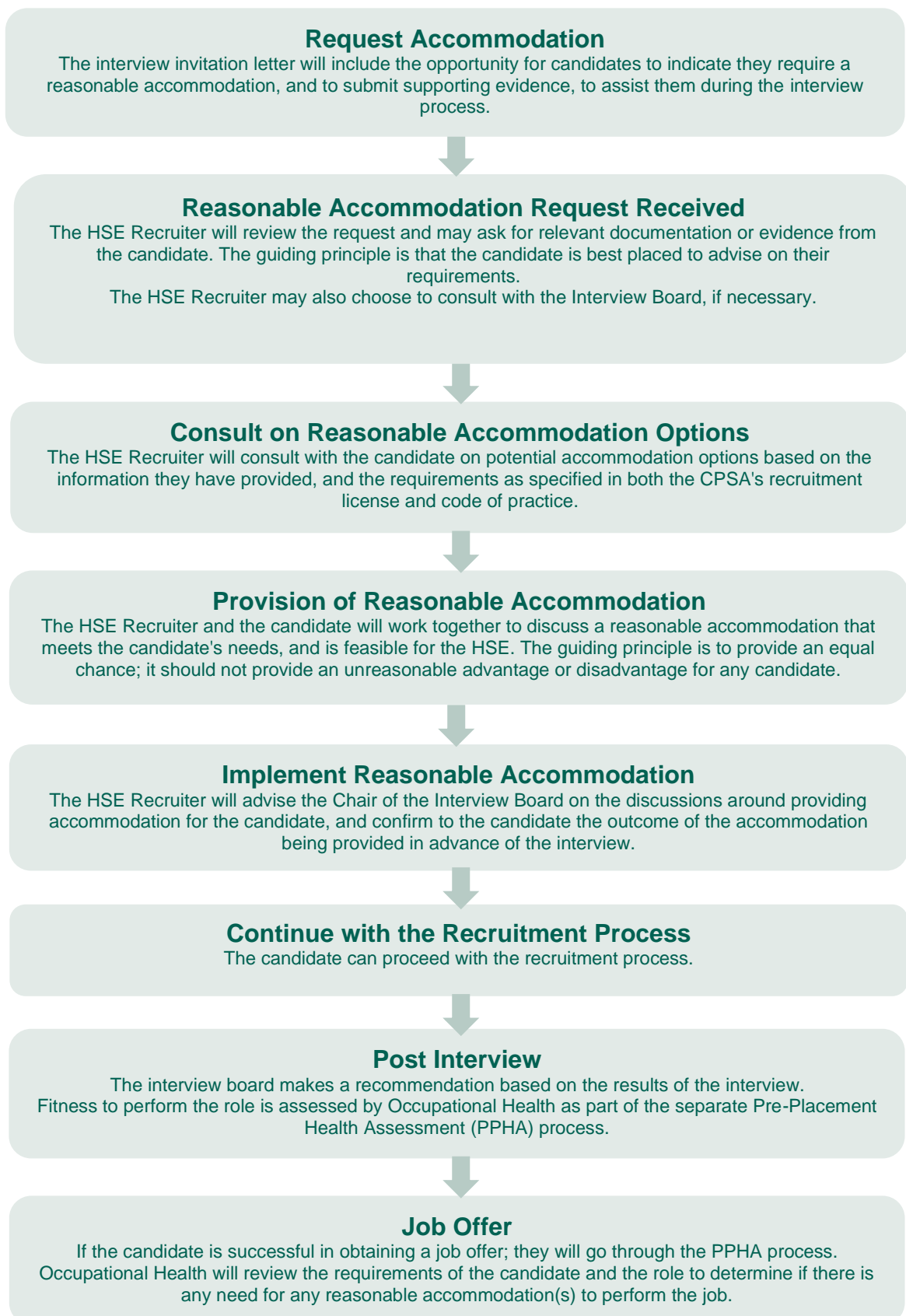
For countries not listed above, you may find it helpful to contact the relevant embassies who could provide you with information on seeking police clearance.

Please do not send us your overseas clearance, or any other documentation, unless we request it from you. Candidates who accept a conditional job offer will have a specified timeframe within which to produce the required documentation; otherwise the conditional job offer will be withdrawn. These timeframes are communicated to you at proceed to pre-employment clearances stage. Typically this is 5 working days.

When requested, a copy of your overseas clearance will be retained on file and the original returned to you by post.

**Note: Candidates are responsible for any costs incurred when applying for security clearances.**

## Appendix: 4 Interview Reasonable Accommodation (RA) Requests Process Flowchart for Candidates



## Appendix: 5 Panel Management Rules

In this section, we explain how successful candidates are notified of individual posts and placed on the recruitment panel based on their performance. The email communication sent to you will include the timeframes and rules for panel management specific to each post, considering your position on the panel.

### Explanation of Terms used:

- **Expression of Interest:** When you express interest in a job, it means you indicate your desire to be considered if the job is offered to you.
- **Recommendation to Proceed Details:** This means you are the candidate who expressed interest in a post, has the highest position on the panel, and will now move to the next stage of the recruitment process, which involves pre-employment clearances such as employment reference checks, occupational health, and Garda Vetting (if applicable).
- **Order of Merit:** The order of merit is determined by your score achieved at assessment/interview. Candidates are listed based on their scores, with the highest score at position number one, the second-highest score at position number two, and so on.

### Expression of Interest Details:

- An invitation for you to express your interest in a post is not a job offer. The invitation provides details about the position, such as location, contract type (tenure), job title, and contact information for the Service Manager. We recommend contacting them for further discussion.
- The invitation to Express Interest email will specify a deadline. We will not accept expressions of interest after the deadline.
- You must respond to the invitation to Express Interest in the specified format.
- The HSE HR/Recruitment team may invite multiple candidates on the panel to express interest in a post simultaneously.
- After reviewing the Expression of Interest responses post the deadline, the candidate with the highest position on the panel will receive a "Recommendation to Proceed" invitation to move forward in the recruitment process (pre-employment clearances).
- If you respond to an Expression of Interest invitation with "Interested", and are not the highest in the order of merit on the list of candidates who expressed an interest, your position on the panel will remain the same.
- If you respond to an "Expression of Interest" invitation with "Not Interested", your position on the panel will remain the same.
- If you do not respond to an "Expression of Interest" invitation, it will be assumed that you are not interested, and your position on the panel will remain the same.
- If the candidate at the top of the list of candidates who expressed an interest proceeds with pre-employment clearances and later withdraws, the next candidate in order of merit on the list may be considered, or a new invitation to Express Interest can issue, depending on the time elapsed.

### Recommendation to Proceed Details:

The "Recommendation to Proceed" invitation allows you to advance to the next stage of the recruitment process called pre-employment clearances. It is not a job offer. The invitation provides information such as details about the role; location; contract type (tenure); job title; and the hiring manager.

Before accepting the "Recommendation to Proceed" invitation, it is important to read these advisory notes, as your decision may affect your position on the panel.

**If you agree to proceed with a Specified Purpose Post:** You will no longer be eligible for any further "Expressions of Interests" for Specified Purpose posts. However, you will remain on the panel for "Expressions of Interest" for Permanent Posts.

- If you later decline the Specified Purpose post, during the pre-employment clearance stage, you will still retain your position on the panel for both Specified Purpose and Permanent posts

### If you agree to proceed with a Permanent Post:

- You will no longer be eligible for any further expressions of interest and will be removed from the panel.
- If you later decline this permanent post during the pre-employment clearance stage, you will remain removed from the panel.