



Additional Campaign Information

This document outlines how the recruitment process will be run

1. Who should apply?

There are criteria that apply to applicants being deemed eligible or ineligible. Information on this is available on the appendices detailed below:

- For more details on the qualifications and eligibility criteria please see the Job Specification for the position you are applying for.
- For information on “Non-European Economic Area Applicants” please see Appendix 1.

2. How do I apply for this post?

- You must complete the Application Form and Eligibility Questions particular to this post.
- Applications will be acknowledged by Rezoomo System. 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.
- Application Forms must be submitted as a Microsoft Word or PDF document format only. Application Forms stored on personal online storage sites, e.g. Onedrive, Cloud, Dropbox, Google Drive etc will not be accepted, Application Forms submitted in other file formats e.g. Google Docs will not be accepted. Please pay particular attention to ensure that your application form is attached as an attachment (not a link to an on line storage site e.g. Google Drive) when uploading your application.
- 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.
- Dublin and South East Region can only accept complete applications received by the closing date.
- We check eligibility of the applicants after the closing date and time therefore it is important that you ensure you have fully demonstrated your eligibility for the role in your application form. If you omit information in this section pertinent to the eligibility criteria you will be deemed ineligible and subsequently not called forward to interview. This means that if your application is blank, you have sent the wrong version of your application form, missing competency questions, have no internet access etc., or that you have not attached requested relevant supporting documentation, etc., you will not be processed further.
- We will contact you mainly by Rezoomo System, mobile phone and email. 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, text messages 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.

3. How will the selection process be run?

- You must complete the official Rezoomo application in full. If you do not complete the application in full your application may not be submitted to the selection board for consideration and subsequent interview (if applicable).
- A selection board of senior managers will assess your application against the eligibility criteria and post specific requirements to see how your individual experience and skills match the needs of the post. The criteria for the selection exercise are based on the requirements of the post as outlined in the job specification. Therefore it is very important that you think about your experience in light of those requirements.
- There may be a number of stages of selection and short-listing or a ranking exercise may take place. A ranking exercise is an assessment that may be carried out on the basis of information supplied in your application. The criteria for ranking are based on the requirements of the post as outlined in the eligibility criteria, post specific requirements and skills, competencies and/or knowledge section of the job specification. Therefore it is very important that you think about your experience in light of those requirements. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation
- Any applicant who did not meet the eligibility criteria and/or post specific requirements/ who was not shortlisted will be informed of that decision and the reason why.
- Candidates who have been shortlisted will be called to interview.
- Any candidate invited to interview will be given more details regarding the interview at a later date.
- Candidates who are successful at interview will be placed on a panel in order of merit.

- We will offer the posts to the candidates with the highest scores on the panel.
- If a candidate declines the post we will offer it to the next highest scoring candidate etc.
- A position on a panel is not a job offer and does not necessarily mean that you will be offered a post.
- We would like to highlight to you that interviews form a part of the selection process. The Dublin and South East Region must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant's past performance and behaviours are appropriate to the post. The Dublin and South East Region determines the merit, appropriateness and relevance of references. The Dublin and South East Region reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances (e.g. past /current employment references, security clearances) cannot be obtained or are unsatisfactory. All previous employers may be contacted for reference purposes. Please note the Dublin and South East Region may retract a job offer if sufficient satisfactory references cannot be obtained in a time frame congruent with service need. The Dublin and South East Region reserves the right to retract a job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.
- To assist you with the recruitment process we have added videos on the below:
 - (1) What to Expect – when applying for a job in the HSE
<https://www.youtube.com/watch?v=WldXKFk0FUM>
 - (2) What to Expect – the Recruitment Journey
<https://www.youtube.com/watch?v=w1ByNqBDLD8>

4. 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.

Marking System

Candidates are given marks for skill areas during the interview. These elements are clearly indicated on the Application Form. Where candidates score the same marks a further ranking process will apply. A previously agreed skill area of the interview will be chosen to further rank successful candidates e.g. Karen and Mary are both successful at interview. They both score 421 at interview, which would place them at joint number 3 on the panel.

If Professional Knowledge has been the secondary ranking area chosen then the candidate who has scored higher in this area and expressed an interest will receive the first job offer.

Karen scored 69 in the Professional Knowledge element and Mary scored 68. Karen will be number 3 a. on the panel and Mary will be number 3 b. on the panel.

Where candidates have the same mark on the secondary ranking, an additional ranking will be applied and so forth.

Please note in order to be deemed successful for a panel you must be awarded a minimum score of 40 for each competency area.

Future panels

Please note that candidates successful at interview and placed on the panel formed through this campaign may not be considered as applicants for any supplementary campaigns to add to this panel.

Please note the Dublin and South East Region reserves the right to contact all available successful candidates in the event that panels are exhausted. The Dublin and South East Region reserves the right to extend the life of the panel to fill specified purpose and / or permanent vacancies that may arise. The Dublin and South East Region may modify panel management rules in line with service need during the life time of the panel and will notify all remaining candidates of any changes.

5. Acceptance / Declination of a Job Offer

The time lines and panel management rules (i.e. how posts are offered) for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel.

Please see Appendix 4 for a full outline of the panel management rules.

6. Security Clearance

All applicants will need to apply for a vetting disclosure from the National Vetting Bureau if their role is engaged in relevant work (e.g., access to, or contact with, children or vulnerable adults). This process will be initiated by Dublin and South East Region for the confirmed successful candidate recommended for the post. Please see **Appendix 2** for more information on international clearances.

7. Appeal Procedures

Appointments in the Dublin and South East Region are made under a recruitment license and are subject to Code of Practice established by the Commission for Public Service Appointments (CPSA). The Code of Practice provides that candidates may make a request for review (see section 7 of the Code) OR make a complaint (see Section 8 of the Code) of any part of the appointment process that they feel is unfair or has been applied unfairly to them. These two forms of review procedure are mutually exclusive. Before submitting a request for review candidates should determine which procedure is appropriate to their particular circumstances.

The procedures allow for matters to be resolved on an informal basis and candidates are advised to avail of the informal process before making use of the formal review procedure. Candidates should in the first instance make an informal appeal to Dublin and South East Region HR Dept. Please note that informal appeals prior to interview must be submitted within 2 working days of receipt of a decision. Informal appeals after interview must be submitted within 5 working days of notification of a decision.

We encourage you to visit www.cpsa.ie for further information on the code of practice and informal and formal review procedures.

8. Management of Records

- If you have submitted a formal appeal or signalled a breach of the Commission for Public Sector Appointments (CPSA) Codes of Practice other stakeholders may request access to your application record / documents. For example, the Appeals Officer or the CPSA may request your application form, interview notes or any other recruitment campaign documentation / records for the purposes of conducting an appeal.

9. Privacy Policy

Dublin and South East Region is committed to protecting your privacy and takes the security of your information very seriously. We aim to be clear and transparent about the information we collect about you and how we use that information.

Information on the General Data Protection Regulation is available at: <https://www.dataprotection.ie/en/individuals>

(i) EEA Nationals

EEA nationals 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, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Switzerland, Bulgaria and Romania.

(ii) NON-EUROPEAN ECONOMIC AREA APPLICANTS WHO RESIDE WITHIN THE STATE

In order that we can process your application it will be necessary for you to submit the following scanned documentation:

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 showing you have permission to be in this State.

And

A scanned copy of your current Certificate of Registration (GNIB card) showing Stamp 1, Stamp 4/ 4EUfam, Stamp 5

Or

A scanned copy of your current Certificate of Registration (GNIB card) showing Stamp 3 and scanned copies of the following:

- Marriage/Civil Partnership

Certificate And

- Spouse's passport showing their identification and current immigration stamp **and** their current GNIB card showing Stamp 1, 4 or 5

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 **and** their current GNIB card showing Stamp 2 **and** documentary evidence from the relevant educational institution showing that they are a **PhD** student.

Applications that are not accompanied by the above documents where necessary will be considered incomplete and will not be processed any further.

This means that your application will not be submitted for the ranking exercise and subsequent invitation to interview.

For more details on EEA countries please see visit the Department of Jobs, Enterprise and Innovation website www.djei.ie

Personal Public Service Number (PPS Number)

In order to work in Ireland you should have a PPS Number. This is a unique reference number that is used by the employer to make the required tax and social insurance contributions on your behalf. You can apply for a PPS Number through the Department for Social Protection. You can find more detailed information about this at the following web pages:

<http://www.welfare.ie/en/Pages/ppsn.aspx>

Please note:

The Dublin and South East Region welcomes applications from suitably qualified Non-EEA Nationals that have refugee status. We would be grateful if such applicants would provide documentary evidence confirming their status.

Appendix 2

All appointments will require satisfactory security clearances. Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

If you lived in any country for 6 months or more other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now.

All applicants will need to apply for a vetting disclosure from the National Vetting Bureau. This process will be initiated by Dublin and South East Region for the confirmed successful candidate recommended for the post.

If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, it will be mandatory for you to furnish this department with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries.

Note: Candidates who studied outside of Ireland e.g. in the UK, please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated **after** you left the UK.

The following websites may be of assistance to you in this regard:

United Kingdom

London:

<http://content.met.police.uk/Site/infomationaboutyourself>

[Metropolitan Police Service - Your right to information](#)

www.disclosurescotland.co.uk

<http://www.south-wales.police.uk/more-about-us/your-right-to-information/data-protection/>

www.north-wales.police.uk

The <http://www.police.uk/forces/> website 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.

<https://www.gov.uk/browse/working/finding-job> (This website 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

www.afp.gov.au This website will provide you with information on obtaining a national police clearance certificate for Australia

New Zealand

www.courts.govt.nz This website 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**, <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks>

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 other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

Candidates please do not send us your overseas clearance or any other documentation unless we request it from you. Candidates who receive job offers will have 5 working days in which to produce the required documentation; otherwise the job offer will be withdrawn.

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

Note: Any costs incurred in this process will be borne by the candidate.

Candidates who CANNOT APPLY**Persons in receipt of a pension from specified Superannuation Schemes**

Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension 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 Public 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 to be employed by the Health Service Executive before applying/competing for posts to be filled through this recruitment campaign.

Abatement of Pension (Section 52 of Public Service Pensions Act 2012)

Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person's pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

Panel Management Rules

In this appendix we outline how individual posts are notified to candidates who are successful at interview and are placed on the recruitment panel in order of merit. The time lines and panel management rules for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel.

Frequently used terms:

Expression of Interest: An expression of interest simply means that you indicate that you would be interested in this job should it be offered to you.

Recommendation for Post: A recommendation to proceed simply means that you are the candidate who expressed an interest in a post and is highest in order of merit and will be invited to proceed to the next stage of the recruitment process (pre-employment clearances) i.e. reference checking, occupational health and garda vetting etc

Order of Merit: The order of merit is initially decided by your score achieved at assessment/ interview i.e. candidates are listed in order determined by their score, the highest score achieved is no.1 on the panel, the second highest score is no.2 etc.

Panel Management Rules

You will have a deadline in which to respond to a job offer.

Candidates who formally accept a post and subsequently decline the post will be moved to the end of the overall newly formed panel or will be removed completely.

Candidates who formally proceed to pre-employment clearances for a permanent post will no longer be eligible for any further offers will be removed from the panel on their appointment.

Please note that candidates successful at interview and placed on the panel formed through a campaign will not be considered as applicants for any supplementary campaigns to add to this panel. This applies if you are active on the panel. *(Panel members who have accepted a specified purpose contract are considered active panel members)*

Interviews form a part of the selection process. The Dublin and South East Region reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances (e.g. past /current employment references, security clearances) cannot be obtained or are unsatisfactory.

Note on References: The Dublin and South East Region must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant's past performance and behaviours are appropriate to the post. The Dublin and South East Region determines the merit, appropriateness and relevance of references. Please note the Dublin and South East Region may retract a post if sufficient satisfactory references cannot be obtained in a time frame congruent with service need. The Dublin and South East Region reserves the right to retract a job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.