

# Irish Olympic Handball Association Recruitment Policy

It is the policy of the IOHA to ensure that the recruitment and selection procedures implemented will result in the best candidate for the job being selected. Commitment to this principle of appointment on merit will assist in the continuing development of the IOHA as a vibrant organisation.

## Recruitment and Selection Procedures

Vacant positions in the IOHA are open to all suitably qualified candidates subject to educational and experience criteria relevant to each specific post being met. The IOHA's selection process will provide equal access at all stages to all candidates. A record of all decisions made throughout the process will be retained for 12 months after the appointment has been made. The IOHA will treat all personal information strictly in accordance with the Data Protection Acts 1988 and 2003.

## Advertisements

Recruitment advertisements representing the IOHA will contain nothing of a discriminatory nature and will encourage applicants from the broadest possible base. This does not preclude local advertising of positions where appropriate. All advertisements will contain a positive statement of the IOHA's commitment to its equal opportunity policy.

## **Job Description**

Formal job descriptions and person specifications will be developed for all positions. The requirements and qualifications specified will relate strictly to the proper performance of the position.

## **Short listing**

All C.V. applications are assessed against agreed criteria. Short-listing criteria will be based on the job requirements as set out in the job description and person specification. At short listing each candidate will be compared to the essential criteria and those who do not meet the requirements of the position will not short listed. Candidates who most clearly meet the requirements of the position will be brought forward to the next stage of the Assessment process.

## **Methods of Assessment**

Candidates applying for a position in the IOHA will be assessed on the following:

1. Curriculum Vitae
2. Interview
3. Presentation (for specific appointments)
4. Verification of academic certification and identity
5. Reference Checking
6. Garda Vetting
7. Pre-employment medical

## **Curriculum Vitae**

C.V's will be assessed at the short listing stage to determine whether the candidate meets the essential requirements of the position.

## **Interview**

Prior to the interview, the interview Board will meet and discuss the interview format and core areas of questioning. A competency based marking scheme in line with the job description and person specification will be drafted and agreed upon.

Additional Assessment methods may also be used and all candidates will receive advance notice in such circumstances.

## **Presentation**

Some appointments may involve making a presentation to the Interview Board. Details of this and the presentation title will be given in advance of the interview.

## **Verification of Academic Certification and Identity**

Candidates will be required to furnish proof of all academic certification achieved and a photocopy of an ID they possess when attending the interview. This is to verify one's identity and academic achievements.

## **Garda Vetting**

As a sporting organisation that works with children and/or vulnerable adults, it is a duty of the organisation to ensure all employees are vetted by the Garda Vetting Unit.

Candidates will be required to complete a Garda Vetting Form at the interview stage.

## **Reference Checks**

Subject to appointment, references will be sought. In certain appointments references may be gathered prior to interview. Candidates will be asked for permission before references are sought.

## **Pre-employment medical**

It may be necessary for successful candidates, who are not already permanent employees before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the Association.

## **Advising Unsuccessful Candidates**

The IOHA will advise all unsuccessful candidates as soon as it is practicably possible after receipt of the Interview Board's report.

## **Post Interview Feedback**

Any candidate who would like post interview feedback can make a request to the Association.

## **Canvassing**

Any attempt by a candidate himself or herself or by any person(s) acting at the candidate's instigation, directly or indirectly, by means or written communication or otherwise, to canvass or otherwise influence in the candidates favour, any member of the staff of the Association or person nominated to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

## **Expenses**

The Association will not be responsible for any expenses a candidate may incur in attending for interview.

## **Freedom of Information**

The IOHA currently is not subject to the provisions of the Freedom of Information Act. However, it is committed to transparency in its recruitment process and will provide relevant information and documentation as requested. All requests must be made in writing to the Secretary of the Association.