

EXPRESSIONS OF INTEREST PROCESS

An Expressions of Interest (Eoi) process may only be used in the following limited circumstances.

1. A sudden, unexpected absence for any reason
2. Resignation with limited notice
3. Another exceptional circumstance

In all such circumstance it is expected that the post is filled by the return of the substantive post holder to that post or following a formal recruitment process.

As a Recruitment process takes time it is very important that sufficient Recruitment planning takes place when possible to avoid the requirement for an Expressions of Interest process, seen as a last resort provided for in exceptional circumstances as outlined.

When considered appropriate, based on the joint agreement of the parties (to include both HR Recruitment Management and the relevant HR Business Partner) the process is as follows;

PROCESS

Expressions of Interest proposal to be approved by the HRD in writing in advance of the completion of an on-line Recruitment Pack.

Upon approval by relevant parties a short term contract recruitment pack needs to be raised. This is to include details of interview board to ensure conflict of interest matters are avoided, the process is then as follows.

Notice to potential applicants by email confirms that the vacancy and back-fill of same is short-term and will normally be under 3 months.

Notice includes Job Description and role requirements.

Notice invites applications from current staff at the same or lower grades within the immediate Department/School/Functional Area where the vacancy exists.

Where the notice does not get a applicants the notice can be extended to all related Departments/Schools/Functional Unit as approved by HRD.

Candidates are requested to complete a short application cover letter and CV outlining their suitability for the role and return it within a given timeframe by the hiring manager.

Candidates are interviewed within the Faculty or Division by two nominees as signed off by the Recruitment Team representative.

A formal record of the outcome of the process must be held and a completed interview scoring form must be provided to the HR Recruitment Team. Any other material should be disposed of in a confidential manner.

The duration of the placement must be notified to C&B for monitoring to ensure the timeframe does not go beyond 3 months and that any recruitment process that may be required is underway with the Recruitment Team.

If it becomes apparent that the absence of a staff member is longer than 3 months in duration a full competitive process must be undertaken immediately.