

Selection Procedures Covid-19

Recruiting Difference, Reflecting Diversity

HR Standard Operating Procedure Document Record	
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Introduction

The following Selection Procedures Covid-19 (HRSOP010) are in place with an effective date of 28th May 2020 and will inform recruitment decisions for the duration of the Covid-19 special working arrangements. The primary purpose of the Covid 19 Selection Procedures is to facilitate remote interviews. They replace Selection Procedures (HRSOP001) as an interim arrangement only.

Selection Procedures (HRSOP001) are set aside as an interim measure to allow the university to implement selection procedures that are more appropriate in responding to the Covid-19 pandemic.

The priority of continuity of Education is clearly defined in Circular Letter 0028/2020, *“The clear priority in the education and training sector is to ensure continuity of education, research and essential support services for learners and this is being progressed across the sector using new and innovative ways of working”*.

The Recruitment Selection and Appointment Policy (HRP008) states that *“4.4.3 TU Dublin is committed to recruiting the best candidate for a role. It is the University’s preference that candidates attend for interview in person. However, for candidates residing outside the island of Ireland or who are temporarily abroad, TU Dublin may facilitate video conferencing with prior arrangements should the need arise. It is the candidate’s responsibility to ensure that they can provide the conditions appropriate to an interview setting at the agreed interview date and time, and that they have access to compatible technology to allow the interview to take place”*.

To ensure continuity during the Covid 19 pandemic, TU Dublin will continue to recruit and to make selection decisions based on remote interviews. This means that candidates will be facilitated to participate in a remote interview, by a selection board who will also interview remotely. This will bring challenges and issues which are addressed in detail in these procedures.

Part A: Selection Boards

1. All Selection Boards will be constituted in accordance with the Composition of Selection Boards as set out in Appendix 1. This Appendix is subject to operational review and the development of the organisational design of TU Dublin.
2. The President may be a member of any Selection Board.
3. The President or designated nominee shall cause appropriate arrangements to be made for the operation of Selection Boards.
4. Members of the Selection Board are nominated by the hiring manager (or equivalent or above) and approved by the Chair of the Selection Board.
5. Selection Board Members drawn from TU Dublin, another HEI and business/industry must have sufficient technical/domain expertise to support the role of the Selection Board in shortlisting, conducting the interviews and making its decision. The Chair of the Selection Board will determine in conjunction with the hiring manager (where these are different people) if the Selection Board members have such technical/domain expertise. Human Resources will assist if required.
6. Gender Representation required for all Selection Boards – 40% Female, 40% Male. In practical terms this means Selection Boards of 4 members, two must be female and two must be male; for Selection Boards of 3, one must be female and one must be male; for Selection Boards of 2, one must be female and one must be male.
7. Former staff of DIT, ITB or IT Tallaght and TU Dublin are only eligible to participate as external members of a Selection Board once they have been out of that employment for at least three years.
8. No TU Dublin staff member will participate on a Selection Board for a post at their grade or analogous grade.
9. Conflict of Interest:
 - 9.1 If a member of the Selection Board is related to a candidate, they are obliged as soon as possible after learning of that candidate's candidature, to notify HR and take no further part in the process. For the purpose of this, a Selection Board member will be deemed to have a familial or personal relationship to a candidate if the candidate is for example, but not limited to, a spouse, civil partner, parent, sibling, uncle, aunt, first cousin, niece, nephew, fiancé, fiancée, grandparent, grandchild, step parent, step sibling or if the member is living in the same house as the candidate.
 - 9.2 If a member of the Selection Board (**other than a serving member of the University**) has an academic or employment relationship with a candidate, they are obliged, as soon as possible after learning of that candidate's candidature, to declare this relationship to HR who will consult with the Chair of the Selection Board before a decision is made as to whether they continue to participate in the selection process. A Selection Board member will be deemed to have an "academic or employment relationship" with a candidate for interview if the candidate is a registered student of an educational institution where the Selection Board member is currently a lecturer, tutor or supervisor of that candidate or if the member and the candidate are currently fellow employees of the same employer.

- 9.3 If a member of the Selection Board is acquainted with a candidate (but not as described above) to such an extent that they feels their objectivity could be compromised in the selection process, they should notify HR and formally step down and take no further part in the process. HR will consult with the Chair of the Selection Board and the matter will be noted for the record.
- 9.4 If a member of the Selection Board is acquainted with a candidate (but not as described above) they are obliged to notify in writing, HR and the Chair of the Selection Board who will determine whether they should be excluded from the Selection Board.
10. The details of the names, roles and organisation of Selection Board members may be disclosed to the candidates on the day of the interview.
11. TU Dublin staff will receive training in the following areas before participating on a Selection Board:
- Unconscious Bias
 - Shortlisting
 - Role of Chair
 - Interview Material
 - Appropriate Use of Questions
 - Remote Interviewing using Microsoft TEAMS
12. Recommendations for a permanent appointment will go the University's President for approval. All other recommendations will go for noting¹.
13. It is the function of Human Resources to inform the candidates of the outcome of the interview process.
14. Personal data collected through the recruitment process will include a candidates' personal information, their suitability for specific roles and the notes and commentary recorded by the Selection Board to inform their decision regarding those selected for interview. The data collection will comply with all national and EU ethics and legal requirements.
15. Technology
Microsoft TEAMS is the only supported online meeting and collaboration tool for the University. Microsoft Teams will be used to schedule and facilitate remote interviews, providing full voice and video conferencing features. Any references to remote interviews or conference calls throughout these procedures is a reference to this technology.
16. Interviews will **not** be recorded by either the selection board members nor candidates.

¹ Where the President has a query on a recommended appointment, it will be referred back to the relevant most senior HR manager on each campus for clarity. Where the President is the Chair of a Selection Board, the Chair of Governing Body will approve/note the appointment as appropriate.

Part B: Shortlisting

1. All Selection Board members i.e. internal and external, will independently assess applications against the shortlisting criteria to determine who will be invited for interview. To assist with the shortlisting process, selection board members are provided with a pre-populated Shortlisting Report, prepared by the Chairperson.

Each member will separately complete and agree a Shortlisting Report and following discussion (via a shortlisting conference call) the collective decision will be recorded by the Chair of the Selection Board on a Final Shortlisting Report.

2. Recruitment campaigns to fill university wide vacancies particularly at Grade 3 to 5 level attracts significant numbers of applications. Shortlisting for such large recruitment campaigns is managed in accordance with a derogation from the normal shortlisting process, as provided for within these procedures. It is accepted that for Grades 3 to 5 a different shortlisting process from the norm is required.

Specifically, shortlisting for large recruitment campaigns for grades 3 to 5 will be conducted by the relevant HR Manager. The final shortlist will be approved by all members of the selection board(s).

3. For other competitions, the hiring manager may seek a derogation from the shortlisting requirements from the appropriate HR Manager. For these campaigns, once a derogation is approved, the external board member is required to consider only those candidates shortlisted for interview, based on the detailed evaluation provided by the Chairperson in the normal manner set out in these procedures. As a general rule, a large recruitment campaign refers to competitions where the number of applications is likely to exceed 30.

Note: Please refer to the *Shortlisting Guide for Selection boards section 4 Step by Step Shortlisting Process for large recruitment campaigns page 8.*

Part C: Conduct of Selection Boards

1. In order to facilitate remote interviews, interviews will be scheduled by HR so as to ensure that the board has a) a minimum of 45 minutes so that the Chair can conduct a remote conference call with members of the Selection Board in advance of the first interview b) adequate time between candidates for an initial debrief on each candidate (normally 10 minutes) and c) a minimum of 45 minutes for Summation and agreement on the completion of each Interview Evaluation Form.
2. The most senior TU Dublin staff member by grade should Chair the Selection Board.
3. Selection Board members must declare to the Chair that they have read each candidate's Application Form and CV and that they have read and understand i) the Selection Procedures Covid 19, ii) the Recruitment, Selection and Appointment policy; and iii) the Equality, Diversity and Inclusion policy. External Selection Board Members are required to sign a Declaration Form (appendix 2) in this regard.
4. All recruitment documentation will be treated confidentially in accordance with the General Data Protection Regulations. Only those with a legitimate interest in the selection and appointment process will consider the personal information provided by candidates.

5. Interview Notes
 - Notes of each interview must be taken by all Selection Board members and should only reflect the answers each candidate provided.
 - Notes should only be taken when Selection Board members are not asking questions so that they are free to listen to the answers.
 - Any supplemental questions asked should be noted (see 2.7) below
6. When the selection process is complete and all of the candidates have been interviewed, each candidate in turn will be discussed, an Interview Evaluation Form for each candidate will be agreed and a final decision reached. The Chairperson will complete the Interview Evaluation Form. This is referred to as the **Summation process**.
7. Where more than one selection board is put in place to support large recruitment campaigns, the Summation Process will include all board members who will agree and sign off on the Selection board report, listing those candidates in order of merit, to be appointed to exiting vacancies or to be recommended to a panel. It may not be possible to conduct large recruitment campaigns remotely. Large recruitment campaigns will be kept under review and alternative selection methodologies will be considered if and when appropriate.
8. The Selection Board must be aware that should the hiring decision be challenged at a later date, the notes taken during the interview may be required to support their decision.
9. Only persons fully qualified shall be recommended for appointment.
10. Interview documentation will be returned by the Chair to Human Resources and retained in accordance with the HR Records Retention Schedule.
11. Selection Board members will not disclose the results of an interview to a candidate or third party, internal or external to the University. It is critical that strict confidentiality be maintained before, during and after the interview process. A breach in confidentiality is a serious matter and will be managed accordingly.
12. Selection Boards shall disqualify any candidate who canvasses or seeks to canvass (by themselves or through any third party) any member of Selection Boards in support of their candidature.

Part D: Role of the Chair of a Selection Board

1. Interview Preparation

- 1.1 Engage with selection board members by conference call, during the shortlisting process and sign the Final Shortlisting Report.
- 1.2 Plan and Chair the Interview Briefing Session.
- 1.3 Prepare draft interview questions aligned to the Interview Evaluation Form. The Chair should assign a particular area (to be explored at interview) to each Selection Board member in advance of the interviews. Draft questions should also be provided in advance to all members. This will help Selection Board members with their interview preparation and allow for a board member

to step in and ask the questions of another board member if there is an issue with their connection.

- 1.4 Assess any Conflict of Interest queries emerging prior to interview, or at the Interview Briefing Session.
- 1.5 Maybe required to evaluate any appeal to the shortlisting process.

2. Interview Briefing Session

The Interview Briefing Session is a fundamental part of the selection process which helps the Selection Board members finalise their preparation for the interviews. The Chair of the Selection Board plays a particular role in the Interview Briefing Session.

There will be a minimum of 45 minutes for the Interview Briefing Session which is scheduled immediately prior to the first interview and will be conducted via conference call. HR will incorporate the Interview Briefing Session into the Interview Schedule.

During the Briefing Session the Chair will:

- 2.1 formally note the Final Shortlisting Report;
- 2.2 confirm receipt of individual Shortlisting Report or email confirmation of the shortlisting decision from Selection Board Members;
- 2.3 seek assurance that all members have read and understand the University's i) Selection Procedures Covid 19 and ii) Recruitment, Selection and Appointment policy and iii) Equality, Diversity and Inclusion policy;
- 2.4 discuss and note any Conflict of Interest issues that may have emerged;
- 2.5 ensure that all members understand the skills, knowledge and experience required for the role as set out in the Candidate Brief, and clarify any issues as appropriate;
- 2.6 finalise the wording of each question with the members (see 1.3 above). There will be no questions relating to the nine grounds for discrimination i.e. gender, civil status, family status, race, religious beliefs, sexual orientation, disability, age or membership of the traveller community. Questions of this nature should not be asked under any circumstances.
- 2.7 ensure all members understand that each candidate must be asked same questions. Where supplemental questions are asked during the course of an interview, these must be noted in the recruitment material relating to questions which will be returned to Human Resources;
- 2.8 ensure all members understand the requirement and purpose and method of note taking during the interview. Note taking is a critical requirement and should be legible and restricted to responses to questions asked and the examples given. Members will be advised that they should only take notes when they are not asking questions so that they are free to listen to the answers. All members will be advised that candidates are entitled to receive a copy of notes pertaining to their interview and the Interview Evaluation Form relating to them.
- 2.9 seek assurance that all members understand that assessment will be made when all candidates have been interviewed and that an Interview Evaluation Form (score and comment) will be

completed for each candidate and signed off by the Chair with agreement of the board members. The notes taken by each Selection Board member should be sufficiently comprehensive for them to rely on before the Selection Board collectively decides a final mark for each area of the individual Interview Evaluation Form. This is the Summation process. The interview schedule will provide at least 45 minutes for Summation.

2.10 explain the remote interview process and the expectation and agreement made with each candidate in relation to connectivity and the conditions of the interview summarised below:

- In the event of repeated or protracted failures² in the connection or an unrecoverable loss of the connection on the candidate's end –the interview will be deemed to be a “no show”. This means that the candidate will not be assessed and that their application will not be giving any further consideration. The chair may wish to consider extenuating circumstances before confirming a no show.
- If for any reason there is a loss of connection, either video or audio, by one of the selection board members, another selection board member will ask the agreed questions assigned to that selection board member, until connection is restored. If connection is not restored the interview will continue and will conclude.
- If connection is lost for more than one of the Selection Board members at any one time, and TU Dublin are unable to reconnect, the interview will be deferred to another time, and will recommence at the stage in which the interruption occurred.

3. During the interviews

3.1 Manage the interviews within the time allocated and advise Selection Board members of their time allocated.

3.2 Manage the technical requirements relating to invitation to candidates to participate in the remote interview.

3.3 Chair the Summation process and ensure that Selection Board members do not introduce other information in relation to the candidate other than that presented at interview.

3.4 Take a record of any technical difficulties experienced during the interview, a brief description of the event, the time, duration, decision to form part of the record of the interview. An Interview Incident Form will be completed to take account of any such event (Appendix 4).

3.5 The Selection Board reserves the right to cancel the interview if they are of the view that conditions for the interview outlined as part of the agreement with the candidate, has not been met. The candidate will be advised of this decision by the Chair.

4. Conclusion of the Interview Process

² TU Dublin will facilitate and assist as far as is practical with connectivity issues, however, it is the responsibility of the candidate to ensure that there are no technical flaw /impediments to connectivity on their side in terms of hardware etc. There will be a time limit of 10 minutes built in to enable connectivity issues to be resolved.

- 4.1 When the final candidate has been interviewed all members of the Board will leave the meeting. This means that there can be no risk of a candidate remaining in the meeting or re-joining at any time other than their interview time.
- 4.2 The members of the Board will join a “summation meeting” under a new conference call link and begin their final deliberations.
- 4.3 The Chair must complete the checklist at Appendix 3 and ensure that recruitment documentation including each individual Shortlisting Report is returned to HR as soon as is practicable, after the interviews. The Chair should forward the soft copy documentation to HR securely via HEA FileSender (including the completed interview evaluation forms). HR will make the necessary arrangements for receiving the hard copy documentation.

5. Interview Feedback

- 5.1 Candidates who would like to receive interview feedback must submit an email to Human Resources within two weeks of the date of their interview.
- 5.2 Where such a request is received, Human Resources will notify the Chair of the relevant Selection Board and they will provide confirmation to Human Resources of who will provide the feedback and an appropriate date and time for this to take place. This information will then be provided to the candidate by Human Resources.
- 5.3 All appropriate recruitment and selection documentation pertaining to a candidate, for example their Interview Evaluation Form, may be made available to that candidate if requested from Human Resources.
- 5.4 Feedback will be provided by the Chair of the Selection Board (or another nominated Selection Board member) via TEAMS.
- 5.5 Feedback will be factual and accurate and relate to the candidate’s overall application and performance at interview. The interview notes will support the communication of the decision so that the applicant has sufficient clarity as to the decision made.
- 5.6 Notes should be taken by the Chair of the Selection Board (or the nominated Selection Board member) of the conversation with the individual and must be returned to Human Resources.

Part E: Role of HR

1. Once the interview schedule has been agreed (in accordance with Part C above) HR will prepare the interview booklet and circulate this to the selection board via Hea FileSender (minimum of 3 working days in advance of the interview) along with a Guidance document on MS teams.
2. A HR liaison person will be assigned to each competition.
3. The HR liaison will send out the invitations to the shortlisted candidates. The invites will contain full details of the interview, date, time and details of any presentation. In addition, the candidate will be advised that the university is offering a remote interview.
4. The HR liaison will send a Guidance Document which includes a requirement to sign an Agreement on conditions for Remote Interviews to ensure the interview maintains the same level of professionalism and importance as a face to face interview.

Appendix 1

Composition of Selection Boards

The titles as set out in the Composition of Selection Boards are subject to review following implementation of the interim and/or permanent organisational structure of the TU Dublin.

TU Dublin Categories	TU Dublin Composition of Selection Boards
Permanent Appointments and Temporary Appointments = or > 12 months	
Category A Academic Lecturing Posts Assistant Lecturer and Lecturer including Pro-Rata Part-time	- Senior Manager at Director level or above or nominee who must be at Senior Lecturer III level or above - Senior Lecturer III or Senior Lecturer II or Senior Lecturer I (Teaching) from the relevant School - An appropriately qualified academic drawn from another HEI - An appropriate person drawn from business/industry (4 Person Board)
Category B Senior Academic Lecturing Posts Senior Lecturer I (Teaching)	- Senior Manager at Director level or above or nominee who must be at Senior Lecturer III level or above - Senior Lecturer III or Senior Lecturer II from the relevant School - An appropriately qualified academic drawn from another HEI - An appropriate person drawn from business/industry (4 Person Board)
Category C Academic Management Posts <u>Senior Academic Management Pay Grades</u> Senior Lecturer II Senior Lecturer III	<u>Senior Lecturer II</u> - Senior Manager at Director level or above or nominee who must be at SFCII level or above - Senior Lecturer III level - An appropriately qualified academic drawn from another HEI - An appropriate person drawn from business/industry (4 Person Board) <u>Senior Lecturer III</u> - 2 x Senior Managers at Director level or above or nominee who must be at SFCII level or above - An appropriately qualified academic drawn from another HEI - An appropriate person drawn from business/industry (4 Person Board)
Category D Professional, Management & Support Services Posts Administrative Library ICT	<u>Grade III (or aligned to this grade for pay purposes only)</u> <ul style="list-style-type: none"> • 2 x Grade V level or above • An appropriately qualified manager from another HEI or an appropriate person drawn from business/industry (3 Person Board)

<p>Estates Technical College Nurse/ Practice Nurse/Occupational Therapist/Senior Occupational Therapist</p>	<p><u>Grade IV (or aligned to this grade for pay purposes only)</u></p> <ul style="list-style-type: none"> • 2 x Grade VI level or above • An appropriately qualified manager from another HEI or an appropriate person drawn from business/industry <p>(3 Person Board)</p> <p><u>Grades V – VI (or aligned to such grades) / College Nurse/Practice Nurse/ Occupational Therapist/Senior Occupational Therapist</u></p> <ul style="list-style-type: none"> • 2 x Grade VII level or above • An appropriately qualified manager from another HEI or an appropriate person drawn from business/industry <p>(3 Person Board)</p> <p><u>Caretaker/General Operative/Lab Assistant</u></p> <ul style="list-style-type: none"> • Senior Lecturer III level or Assistant Principal Officer level or nominee who must be at Senior Lecturer I (Teaching) level or Grade VI level or above • Grade V level or above • An appropriately qualified manager from another HEI or an appropriate person drawn from business/industry <p>(3 Person Board)</p> <p><u>Technician/Technical Officer</u></p> <ul style="list-style-type: none"> • Grade VII level or above or Senior Technical Officer level or Senior Lecturer I (Teaching) level or above • Grade VII level or above • An appropriately qualified manager from another HEI or an appropriate person drawn from business/industry <p>(3 Person Board)</p>
<p>Category E Professional, Management & Support Services Posts</p> <p>Management & Supervisory Pay Grades Administrative Officer (Grade VII) Library (Grade VII) ICT (Grade VII) Estates (Grade VII)</p> <p>Senior Technical Officer</p> <p>Student Counsellor Careers Advisor</p>	<p><u>Grade VII level/Student Counsellor / Careers Advisor (or aligned to Grade VII, Lecturer or Senior Lecturer 1 (Teaching) grades for pay purposes only)</u></p> <ul style="list-style-type: none"> • 2 x Assistant Principal Officer level or above • An appropriately qualified manager from another HEI or an appropriate person drawn from business/industry <p>(3 Person Board)</p> <p><u>Senior Technical Officer</u></p> <ul style="list-style-type: none"> • Senior Lecturer II level or Assistant Principal Officer level or above • Grade VII level or above • An appropriately qualified manager from another HEI or an appropriate person drawn

	<p>from business/industry (3 Person Board)</p>
<p>Category F Professional, Management & Support Services Posts</p> <p>Senior Management Pay Grades</p> <p>Secretary Financial Controller (SFC) II Secretary Financial Controller (SFC) I Principal Officer Assistant Principal Officer</p>	<p><u>SFC II/ SFC I</u></p> <ul style="list-style-type: none"> • 2 x Senior Managers at Director level or above • An appropriately qualified manager from another HEI • An appropriate person drawn from business/industry <p>(4 Person Board)</p> <p><u>Principal Officer (or aligned to this grade or the Senior Lecturer III pay grade for pay purposes only)</u></p> <ul style="list-style-type: none"> • 2 x SFC II level or above • An appropriately qualified manager from another HEI • An appropriate person drawn from business/industry <p>(4 Person Board)</p> <p><u>Assistant Principal Officer (or aligned to this grade or the Senior Lecturer II pay grade for pay purposes only)</u></p> <ul style="list-style-type: none"> • 2 x Principal Officer level or Senior Lecturer level or above (or a combination of same) • An appropriately qualified manager from another HEI or an appropriate person drawn from business/industry <p>(3 Person Board)</p>
<p>Category G Professional, Management & Support Services Posts</p> <p>Research</p> <p>Posts under the Short Term Protocol i.e. less than 12 months for posts at Research Assistant, Senior Research Assistant and Post-Doctoral Researcher</p> <p>Research Assistant Senior Research Assistant Research Fellow Senior Research Fellow Post-Doctoral Researcher Senior Post Doctoral Researcher</p>	<p><u>Less than 12 Months</u></p> <ul style="list-style-type: none"> • Senior Lecturer III level or above or nominee who must be at least Senior Lecturer III level • Principal Investigator or nominee • Another appropriate senior manager(s) who may be from another school/area (Optional) <p>(3 Person Board)</p> <p><u>Greater than 12 Months</u></p> <ul style="list-style-type: none"> • Senior Manager at Director level or nominee who will normally be an academic senior manager (Senior Lecturer III or Senior Lecturer II level) but could also be a PMSS Senior Manager from Research & Innovation (Assistant Principal Officer level or above or aligned to Senior Lecturer II grade for pay purposes only) • Principal Investigator or nominee • Senior Lecturer III level or Manager of the designated Research & Development Centre / area or nominee • An appropriate person drawn from business/industry/another HEI (optional) <p>(Max 4 Person Board)</p>

<p>Category H Academic, Professional, Management & Support Services</p> <p>Dean Vice President</p>	<ul style="list-style-type: none"> • President • University Registrar & Deputy President or Chief Operations Officer • 2 x appropriately qualified staff members drawn from other HEIs • An appropriate person drawn from business/industry <p>(5 Person Board)</p>
<p>Category I Academic, Professional, Management & Support Services</p> <p>University Registrar & Deputy President Chief Operations officer</p>	<ul style="list-style-type: none"> • President • 2 x appropriately qualified staff members drawn from other HEIs • An appropriate person drawn from business/industry <p>(4 Person Board)</p>
Temporary Part-time and Wholetime Appointments < 12 months	
<p>Category J Temporary academic appointments including academic management posts, professional, management and support services appointments including Research appointments or other temporary assignments</p>	<ul style="list-style-type: none"> • Appropriate senior line manager from the relevant school/area • 2 x other appropriate senior manager(s) who may be from another school/area or one other appropriate senior manager plus an external representation if deemed necessary by the hiring manager or HR <p>(3 Person Board)</p>
Hourly Paid Part-time Appointments	
<p>Category K Assistant Lecturer Tutor Demonstrator Sports Coach, Attendant etc Invigilator Scribes Learning Support</p>	<ul style="list-style-type: none"> • Appropriate senior line manager from the relevant school/area • 2 x other appropriate senior manager(s) who may be from another school/area or one other appropriate senior manager plus an external representation if deemed necessary by the hiring manager or HR <p>(Max 3 Person Board)</p>
Accelerated Recruitment in Emergency Situations	
<p>Category L</p> <p>Composition of Selection Boards for competitions that have been approved in accordance with the University's standard operating procedure for Accelerated Recruitment in Emergency Situations will be agreed by Human Resources in consultation with the Hiring Manager.</p>	
Notes	
<p>1. Where a post/grade is not listed but is an <i>analogous grade</i> or aligned to one of the above posts/grades <i>for pay purposes only</i>, the composition of the Selection Board for that grade/post will apply. Advice is available from HR.</p>	

Appendix 2

Declaration Form – External Selection Board Members

Post: xxxxxxxx

The TU Dublin Equality, Diversity and Inclusion Policy complies with the Employment Equality Acts 1998 and 2004. One of the provisions of this policy states that “*TU Dublin will ensure that all persons involved in making employment-related decisions are aware of their responsibilities, the University’s policies, and the legal requirements.*” All TU Dublin staff members participating on a Selection Board must complete the University’s Licence to Recruit in advance of taking part on the Board. While there is no requirement for external members of the Selection Board to complete this training, there is a requirement for external members to confirm that they have read and understand all relevant recruitment documentation.

I, the undersigned, confirm that I have read and understood TU Dublin’s Selection Procedures, Recruitment, Selection and Appointment policy and its Equality, Diversity and Inclusion policy and supporting information provided in the Interview pack. I can confirm that any issues that have emerged have been clarified before or at the Interview Briefing Session. I understand that this Declaration Form will be maintained on the competition file so that TU Dublin can provide full assurance that all members included on Selection Boards possess the appropriate knowledge of equality legislation, the University’s policies and their individual responsibilities as a Selection Board Member.

Signed: _____
External Selection Board Member

Date: _____

This Declaration Form should be returned to the Chair of the Selection Board.

Appendix 3

Post Title:

Chairperson of the Selection Board Checklist

Interview Date(s):		
	Please tick v	For HR Use
Signed Declaration Form by the External Selection Board Member(s)		
Signed Shortlisting Reports from Selection Board Member(s) returned <i>(if not previously returned to HR by the Chair)</i>		
Interview Evaluation Form returned for each candidate		
Selection Board Report returned		
Agreed set of questions returned		
All Interview Booklet(s) returned*		
Honoraria and Expense Claim Forms <i>For payment of an honorarium or expenses, Selection Board members are required to return and EFT Form to HR unless they have already submitted details following a previous interview</i> Expense Claim Form(s) for Selection Board Member(s) (where a claim is being made)		
I confirm that the Composition of the Selection Board was in accordance with the University's Selection Procedures		
<i>Explanatory note in circumstances where not all documentation as required is being returned to HR:</i> <i>* HR will arrange collection of the booklets as appropriate</i>		
Signed: _____ Date: _____ Chair of the Selection Board		
For HR Use Only	Please tick v	
Overall score on Interview Evaluation Form(s) checked for correctness		

Appendix 4

Interview Incident Form

Microsoft TEAMS is the only supported online meeting and collaboration tool for the University. Microsoft TEAMS facilitates remote interviews, providing full audio and video conferencing features. In accordance with Selection (xxxx) it is the responsibility of the Chair to note incidents and *“Take a record of any technical difficulties experienced during the interview, a brief description of the event, the date, the time, duration, decision which will form part of the record of the interview”*

Title of event/meeting

Brief description of the incident

Date, time and duration of the incident

Impact (if any) on the interview

Decision of the board

Any follow up action required

Any other comment

Signed: _____

Chair