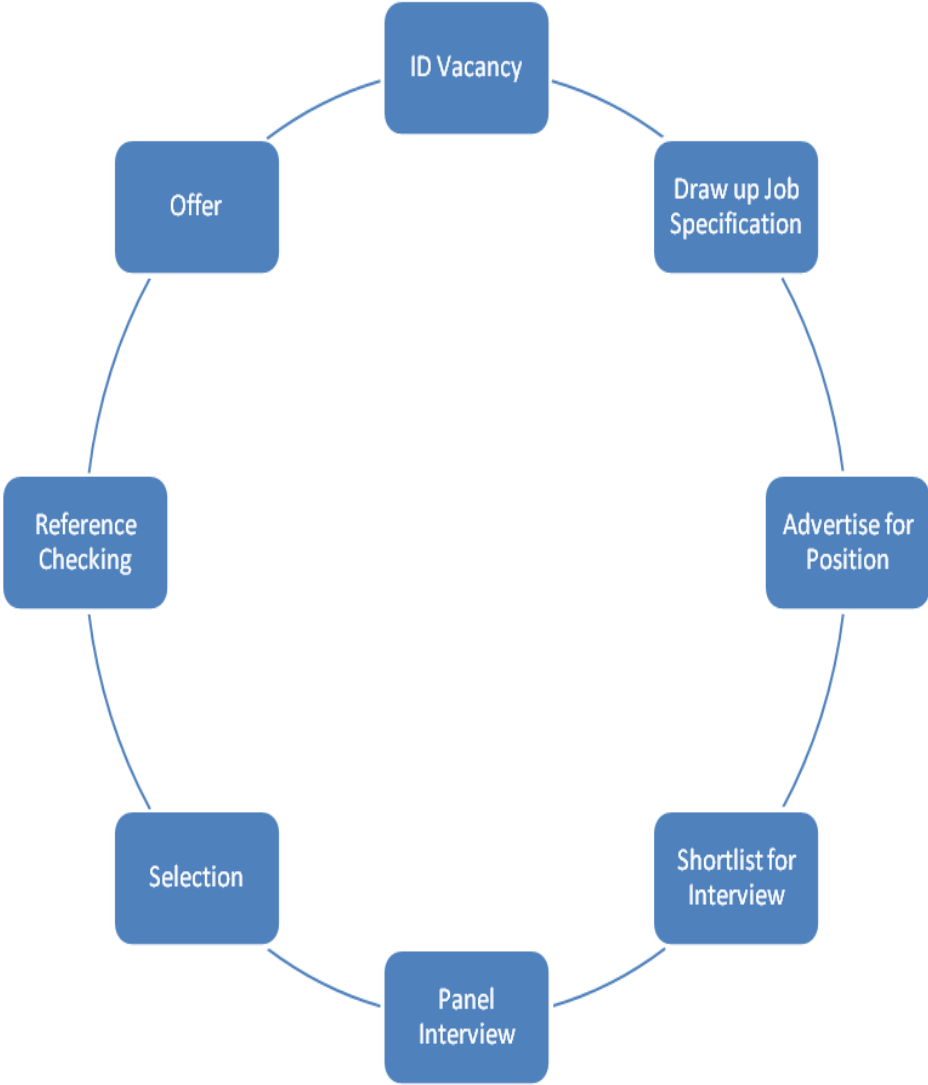


# Recruitment and Selection Policy

## Recruitment and Selection Process



### **Step one – ID Vacancy and drawing up of Job Description**

Once a vacancy has been identified the first step of OPC's recruitment process is to create a job description/specification. The HR Department creates this with the relevant line Manager. It details what roles and responsibility are involved in the position, what qualifications and previous experience the ideal candidate will have and what skills and competencies are required.

### **Step Two – Attracting the right candidates**

All posts will be advertised internally first where staff members are given the opportunity to avail of our "refer a friend" scheme. The role will then be advertised in local press and on [www.irishjobs.ie](http://www.irishjobs.ie). Depending on the vacancy; advertisements may also be placed in national newspapers such as the Irish Times or the Sunday Independent.

### **Step Three – Short-Listing**

Short-listing for interview will be done by the Interview Panel and will be centred on the Job Description and Person Specification. The Interview Panel will comprise of the relevant Manager/Supervisor, a Management Representative and a member of the HR Department.

### **Step Five – Carrying out the interview**

The interview will be carried out in five steps:

1. General introduction with the candidate explaining a brief history of the company and an overview of the role on offer.
2. The candidate will then be asked to talk through their CV highlighting relevant qualifications and work history.
3. The Panel will then ask questions focusing on experience they deem most relevant.
4. Housekeeping Questions – notice period, reference checking etc
5. Time is allocated for the candidate to ask questions.

All questions will be designed around the Person Specification and Job Description.

*Interviews will be carried out in line with the Employment Equality Act 1998*

### **Step Six – Selecting the right candidate**

After the interview process has been carried out with all candidates the Interview Panel will meet to shortlist. The selection process will be done through measuring candidate's interview against the job description and person specification. The candidate with the highest score will be shortlisted and reference checking will be carried out.

### **Step Seven – Reference Checking**

The candidate will provide the HR Department with two references of their own choice. A phone call will be made to each reference and general questions about the candidates responsibilities/duties and performance will be asked.

**Step Eight – Making the appointment**

Once the reference checking step has been successfully carried out, the candidate will be contacted by phone and offered the job. If he/she accepts the role a letter of offer will be posted immediately. Once this letter is signed and dated by the candidate he/she will become an employee with Oran Precast and will commence a six month probation period on their date of appointment.