**Sample Employee Recruitment Policy**

**Introduction**

The most essential resource of any charity is its people. Charity trustees have a responsibility to manage resources responsibly. This includes ensuring that all employment opportunities within the charity and associated recruitment processes are open and transparent and that employees are clear about their own roles and the roles of others. The purpose of this recruitment policy is to provide a framework for a fair and consistent process that will result in a positive and productive experience for all concerned.

This document does not contain an exhaustive description of matters (legal requirements or otherwise) which need to be addressed in the context of the relationship between a charitable organisation, its employees and prospective employees.

This sample policy should be adapted for your charity by filling in the name of your charity where appropriate and customising as relevant. This sample policy may need to be adapted in order to align with your charity’s other policies and procedures. Likewise, a charity’s other policies and procedures may need to be aligned as appropriate with this sample policy.

**Other Relevant Documents**

This document should be read in conjunction with:

* [Sample Code of Conduct for Employees;](https://www.charitiesregulator.ie/media/1803/sample-code-of-conduct-for-employees.docx)
* [General note on other Legal and Regulatory requirements.](https://www.charitiesregulator.ie/media/1820/general-note-on-other-legal-and-regulatory-requirements.pdf)

|  |
| --- |
| **[CHARITY NAME]****Employee Recruitment Policy** |

**Policy statement**

As a charity, people are our most important asset. We therefore recognise that it is crucial to recruit people with the necessary skills, knowledge and experience to help us achieve our charitable purpose and associated goals.

We provide appropriate support, supervision and appraisal to allow employees to realise their full potential in the workplace. We value the contributions that employees make to the aims and objectives of [insert Charity name].

**Recruitment and Selection**

We are committed to compliance with all relevant legislative obligations, which apply to the workplace.

Selection criteria are based on the relevant skills, qualifications, experience and potential of candidates. We provide equality of opportunity and we ensure a recruitment process free from any form of unlawful discrimination under the Employment Equality Acts 1998 - 2015.

Depending on the role to be filled, our recruitment and selection process may include the following stages:

* Preparing/reviewing/revising a Job Description and terms and conditions of employment;
* Agreeing selection criteria;
* Preparing and placing a recruitment advertisement;
* Shortlisting applicants against agreed selection criteria;
* Notifying interview candidates and unsuccessful applicants;
* Interviewing of candidates by a suitable interview panel;
* Assessing candidates against agreed selection criteria;
* Making an offer of employment to successful candidate(s) (on a provisional basis subject to checking of references and verification of educational qualifications);
* Verifying relevant educational qualifications/licences of the successful candidate(s);
* Checking employment or other references with referees nominated by the successful candidate(s);
* Completion of Garda vetting (if applicable);
* Ratification of appointments by the board of charity trustees;
* Notifying unsuccessful interview candidates;
* Issuing a contract of employment for the employee’s signature;
* Providing interview feedback to unsuccessful candidates who request it.

**Confidentiality and Data Protection**

[Insert Charity name] respects the right to privacy and confidentiality of our employees and prospective employees. [Insert Charity name] may from time to time in the course of administering its business, and exercising its legal rights and performing its legal obligations in connection with the recruitment of employees, need to process both personal data and special categories of personal data (including, for example, information relating to health). [Insert Charity name] will process such data in accordance with the applicable data protection legislation including the General Data Protection Regulation and implementing legislation. Further details in relation to what personal data is collected in relation to employees or prospective employees, and the purposes for which such data may be used are set out in [Insert Charity name]’s data protection policy, (which may be amended or updated from time to time).

**Reference Checks**

References checks and any verification of educational qualifications, which involves contact with third parties will only take place once [Insert Charity name] forms a clear view that it would like to recruit a particular employee. [Insert Charity name] will always request the permission of the candidate in advance of checking references or qualifications. Reference checks for every candidate are carried out in the same way. It is the policy of Insert [Charity name] to seek [2] references, preferably from separate sources e.g. academic, employment, volunteering etc.

**Training and Development**

Employees undergo an induction that provides information appropriate to their role. Every employee will be provided with:

* A job description;
* Information about the vision, mission and organisational structure of [Insert Charity name];
* Information about how the employee’s role fits within the broader purpose of [Insert Charity name];
* Information about the employee’s supervisor/line manager and key contacts within the organisation;
* Details of working conditions;
* A copy of [Insert Charity name]’s Employee Code of Conduct;
* Details of [Insert Charity name]’s grievance and disciplinary procedures;
* All other relevant policies and procedures of [Insert Charity name];
* An opportunity to ask any queries that they may have about their role.

An appropriate level of training is provided to all employees to assist them to work in a safe and effective manner.

**Probationary Period**

A probationary period is normally arranged for new employees and existing employees who have taken on new roles within [Insert Charity name]. The relevant period is outlined in an employee’s contract of employment.

**Support, supervision and appraisal**

Employees have access to support, supervision and appraisal during the probationary period and throughout their employment period. Difficulties that arise will be dealt with in a fair, open and efficient way and in line with [Insert Charity name]’s grievance and disciplinary procedures.

**Remuneration**

Remuneration for employees is outlined in their contract of employment.

**Expenses**

Employees may be reimbursed for expenses incurred, in line with the [Insert Charity name]’s policies and procedures and by prior arrangement only.

**Review of Policy**

The board of charity trustees will review this policy at [3]-year intervals or as appropriate. The [insert details/ title of appropriate member of charity’s personnel] is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers, including charity trustees, are expected to facilitate this process.

**Legal Disclaimer:**

This document is issued by the Charities Regulator under section 14(1)(i) of the Charities Act 2009, to encourage and facilitate the better administration and management of charitable organisations. It is published as part of a suite of guidance, intended to provide support to charity trustees to meet their legal duties, by putting in place systems, processes and policies which ensure charities are managed in an effective, efficient, accountable and transparent way.

This document is not, nor is it intended to be, a definitive statement of the law and it does not constitute legal advice. This document is not a substitute for professional advice from an appropriately qualified source. The Charities Regulator recommends that charity trustees consult their governing document or obtain their own independent legal advice where necessary. The Charities Regulator accepts no responsibility or liability for any errors, inaccuracies or omissions in this document.