

IADT Recruitment & Selection Process

How to apply

1. To apply, Candidates must complete the online registration form, where there are online questions that require consideration and the candidate's response.

Candidates must then upload TWO documents in MS Word or PDF format containing their cover letter and CV. Please note that omission of any or part of the requested application documentation in the correct format, as set out below, will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process.

2. Cover Letter CV Not exceeding 1 A4 page. Letter should detail relevant key competencies and explain how you meet the requirements of the role being advertised.
3. Up to date CV not exceeding 3 A4 pages (See Appendix 1 for Guidance Note and sample CV layout. Applicants are requested to provide details in their CV of their current salary and public service grade (if applicable) along with the following information:
 - Educational qualifications, level and awarding institute
 - Full employment history to date including key responsibilities
 - Professional or other qualifications and experience
 - Key professional achievements
 - Must provide a minimum of 3 References. References will only be contacted should you reach the next stage of the competition.

The competition details will also be hosted on the PAS website and the IADT website. Only applications submitted online and on time through IADT's recruitment portal will be accepted into the competition.

Note: Where an application received does not comprise all three documents **(a)**, **(b)** and **(c)** above, the application will be deemed incomplete and will not be processed.

Competition Updates and Correspondence

- Competition updates will be issued to your registered personal email address contained in the candidate's CV and as entered on the online application portal.

- The Institute will endeavour to send all correspondence during normal business hours but this is dependent on the volume of applications and business needs.
- The onus is on each applicant to ensure that they are in receipt of all communication from the Institute.
- You are advised to check your emails on a regular basis throughout the duration of the competition; in addition, being sure to check junk/spam folders should any emails be mistakenly filtered.
- The Institute accepts no responsibility for communication not accessed or received by an applicant. Candidates should make themselves available on the date(s) specified by Institute and should make sure that the contact details specified on their application are correct.

Selection Methods

Dún Laoghaire Institute of Art, Design and Technology is the appointing entity. The Institute will convene a selection board, as prescribed by the relevant regulations under the Institutes of Technology Act 1992-2006, to carry out the competitive stages of the selection process. The approach employed may include:

- Short-listing of candidates on the basis of the information contained in their application to reduce the list of candidates to an appropriate number for interview;
- An initial / preliminary interview which may also include a presentation or other exercise by the candidate either to the Selection Board or a group nominated by the Board;
- A final interview, for those successful at preliminary interview, which may also include a presentation or other exercise by the candidate.

Should the person recommended for appointment decline, or having accepted it, relinquish it, IADT may at its absolute discretion, select and recommend another person for appointment on the results of this selection process.

Candidates should make themselves available on the date(s) specified by IADT. IADT will not be responsible for refunding any expenses incurred by candidates.

Please note that any offer of employment is subject to satisfactory:

- Qualification & Reference verification
- Pre-employment Medical
- Garda Vetting (in certain circumstances)

Shortlisting

Regularly the number of applications received for a position exceeds that required to fill existing and future vacancies.

While candidates may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Institute decide to reduce the number of applicants to be called to interview.

In this respect, the Institute provides for the employment of a short-listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position.

An expert board will examine the application forms against a pre-determined criterion based on the exceeding the essential requirements and the desirable requirements of the position.

This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to demonstrate that they are more appropriately qualified and/or have more relevant experience.

It is therefore in candidates' interests to provide a precise, detailed, accurate account of their qualifications/experience in their application. Following the shortlisting process, the HR Department will advise candidates via email as to whether they have been selected for the final competitive interview part of the competition process.

Final Competitive Interview

In advance of the Interview process all candidates will be written to and asked if they have any additional requirements or needs. These are in line with our code of practice for disabled staff.

- Video conferencing software may be used in the interview process.
- Interviews will be structured in format, with candidates asked to provide details of their skills and competencies as they relate to the role.
- Depending on the role being interviewed for candidates may be required to make a presentation (10-12 minutes in duration).
- Every role will have a question on the candidate's commitment to Equality, Diversity and Inclusion.
- The Institute will endeavour to give as much notice as possible of interview dates and times but not less than 10 days where a presentation is required.
- Where a presentation is required, candidates are requested to submit a copy of the presentation to HR not later than 2 working days prior to the Interview date. Failure to submit a presentation on time without any correspondence as to why will mean that the Institute will deem the candidate has withdrawn from the competition process.

The importance of Confidentiality

We would like to assure you that protecting confidentiality is our number one priority. You can expect that all enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the recruitment and selection process. Candidates must not canvass any person with or without inducements; personate a candidate at any stage of the process or interfere with or compromise the integrity of the process in any way. No communication, in any form, beyond that specifically requested by the Human Resources Office is permitted.

The Institute will not be responsible for any expenses, including travelling expenses that may occur in connection with their application for this competition.

Candidates must not:

- Knowingly or recklessly provide false information
- Canvass any person with or without inducements
- Interfere with or compromise the process in any way
- A third party must not personate a candidate at any stage of the process.
- Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence.

Please note: Any person who is found guilty of an offence maybe liable to a fine/or imprisonment. In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate;
- and**
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

In submitting a completed online application form and supporting documentation, candidates are declaring:

- That all the particulars furnished in their application are true and correct without omission and that they are aware of the qualifications and particulars for this position.
- That to the best of their knowledge that there is nothing in relation to their conduct, character or personal background of any nature that would adversely affect the position of trust in which they would be placed by virtue of this appointment.
- Their irrevocable consent to IADT making such enquiries as deemed necessary in respect of their suitability for the post in respect of which their application is made.
- Their acceptance and confirmation of the entitlement of IADT, as appropriate to, reject their application, or to terminate their employment (in the event of a contract of employment having been entered into on foot of this competition) if they have omitted to furnish IADT with any information relevant to their application or their continued employment or where they have made any false statement or misrepresentation relevant to this application or their continuing employment with the Institute.

Candidates should note that they may be required to submit documentary evidence in support of any particulars given by them in their application for the post.

Candidates who do not attend for interview when and where required by IADT, or who do not, when requested, furnish such evidence as IADT require in regard to any matter relevant to their candidature, will have no further claim to consideration. Should the person recommended for appointment decline, or, having accepted it, relinquish it or if any additional vacancy arises, the Institute may, at its discretion, select and recommend another person for appointment based on the results of this selection process.

Feedback & Appeals

Should a candidate can seek feedback on the recruitment and selection process should they be unhappy with an action or decision in relation to their application.

- To request an initial feedback, a candidate must write to the HR contact within 5 working days of receiving notification of the decision on their application.
- Feedback from the selection panel will be sent in written format to the candidate.
- If the candidate is dissatisfied with the outcome, they may resort to the formal appeal procedures within 2 working days of receiving feedback from the HR contact
- Should the candidate not be satisfied with the initial feedback, it will be referred to the HR Manager who acts as the decision arbitrator.
- The decision arbitrator will be a person unconnected with the selection process and he/she will adjudicate on requests for review.
- The decision of the decision arbitrator in relation to such matters is final.

General Information

The admission of a person to a competition, or invitation to attend interview, or being appointed number one on the Institutes selection board report, is not to be taken as implying that IADT is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration.

It is important, therefore, for candidates to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position IADT will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process. Where there is more than 1 person selected by the board a panel is created and ranked according to their

performance at interview. Each panel will remain active for 1 year following the date of Interview. In such instances, the available role will be offered to the first on the panel. Where other roles arise within the year period, these roles will be offered to the next on panel and so on until the panel is exhausted.

Eligibility to compete

Citizenship / Permit Requirement

Eligibility to compete is open to candidates who are citizens of the European Economic Area (EEA) or Switzerland. The EEA comprises member states of the European Union along with Iceland, Liechtenstein and Norway. Other candidates may be eligible to compete subject to their having or obtaining an appropriate work permit for the nature and duration of the position.

Summarised document on recruitment and selection, for full Recruitment and Selection Policy please contact Gemma Jethwa (HR Officer) at gemma.jethwa@iadt.ie