

Recruitment and Selection Checklist



Irish Province of
CARMELITES

Beginning the Recruitment

As you begin the recruitment process you should determine the following:

Contact with children

- What contact with children will the position involve?
- Will the position involve unsupervised contact with children, or does it involve a position of trust?
- What other forms of contact will the person have with children, e.g. email, social media telephone?

Defining the role

- Have the tasks and skills necessary for the position been considered?
- Does the task description make reference to working with and having responsibility for children?

Key selection criteria

- Has a list of essential and desirable qualifications, skills and experience been developed?

Written application

- Have all applicants been asked to supply information in writing, including personal details, past and current work/volunteering experience?
- Have application forms been used?

Interview Process

Identification

- Have applicants been asked, for photographic documentation to confirm their identity and place of residence?

Structure of the Interview

- Have at least two representatives been identified to meet with the applicant to explore information contained in their application?
- Have the applicant and application forms been carefully considered, highlighting points to raise at interview, including:
 - The applicant's attitudes towards working with children.
 - Areas you want to explore in more detail.
 - Gaps in employment history.
 - Vague statements of unsubstantiated qualifications.
 - Frequent changes of employment.
- Will documentation relating to the applicant's identity and relevant qualifications be checked at the interview?

Verification

References

- Have applicants been asked to supply the names of two referees who are not family members, or who are not involved in the recruitment process, and ideally who have first-hand knowledge of the applicant's experience of work/contact with children?
- Have referees been asked specifically to comment on the applicant's suitability to work with children?
- Are all references provided in writing and verified by a follow-up telephone call?

Suggested questions for referees

1. The post involves substantial access to children. We are committed to the welfare and safeguarding of children. Have you any reason at all to be concerned about this applicant being in contact with children?
2. How long have you known this person?
3. In what capacity?
4. Would you have any hesitation in them taking up this position?
5. Would you rehire them?

Qualifications

- have applicants been asked for documentation to confirm their qualifications?

Upon Selection

Declaration

- Has the successful applicant been asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children?
- Has the successful applicant been asked to declare any past criminal convictions and cases pending against them?

Vetting procedure

- Does the position require the applicant to be Garda vetted?
- Has the applicant been informed that they may need to undergo Garda vetting before they take up any appointment?

Records

- Are details of the selection & induction process retained in the personnel file of the successful applicant? Are references kept on file as part of the record of the recruitment process?
- Are personnel informed that information such as application and declaration forms are held on file?

Confidentiality

- Is information about the applicant only seen by those directly involved in the recruitment process?
- Are applicants reassured that information about them, including information about convictions, will be treated in confidence and not used against them unlawfully?