


**Policy**

**Title: Recruitment & Selection Policy**

<b>Document No.</b>	<b>Version</b>	<b>Status</b>	<b>Effective Date</b>
POL-13	02	Approved	05/10/2020

**Document Approvals**

	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
<b>Approver</b>	Fran Crowell		05/10/2020

## 1.0 Objective

Remember Us is committed to providing an inclusive environment where everyone feels they are treated fairly, valued and respected.

Remember Us recognises that everyone has a contribution to make to our community and a right to equal treatment. The purpose of this policy is to support candidates to make an application for employment and to ensure that no job applicant will be discriminated against by us at any stage of the recruitment process on the grounds of: age, civil status, disability, gender, family status, race, religion, sexual orientation or being a member of the travelling community.

## 2.0 Scope

This recruitment and selection policy applies to the Board of Directors and all employees who are involved in hiring for Remember Us. It refers to all potential job candidates.

## 3.0 Responsibilities

It is the responsibility of Remember Us to have a policy in place to provide guidance for the Board of Directors and any staff involved in the hiring process, as well as all potential job candidates with regards to the recruitment and selection process within Remember Us.

It is the responsibility of Remember Us staff, Board of Directors and potential job candidates and to ensure they have read and understand the policy herein.

## 4.0 Policy

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1. Remember Us will select those suitable for employment solely on the basis of merit. Any job advertisements, application forms and publicity material will encourage applications from all suitable candidates and will not discriminate intentionally against any group or individual on any unjustifiable grounds. The objective is to ensure that all candidates have equality of access to all job vacancies.
2. Where possible and practicable, efforts will be made to ensure that interview panels are balanced and that interviewers will be trained in unconscious bias to conduct interviews in a non-discriminatory way and that questions will relate to the requirements of the job.
3. Relevant questions will be asked of all candidates and evaluated in the same way and interviewers will be careful not to ask questions which might be taken as discriminatory.
4. Selection will be on merit and those who are successful shall demonstrate their suitability for employment according to pre-determined job-related selection criteria which will be consistently applied throughout the recruitment process.
5. Equality of Opportunity will also include accommodating, where possible, the special needs of individuals to facilitate their participation in the Recruitment and Selection process.

## 5.0 References

Employment Equality Acts 1998-2015  
Remember Us Equality Policy

## 6.0 Revisions

<b>Version Number</b>	<b>Description of Revision</b>
01	First issuance of Policy for Recruitment and Selection
02	Review and update of format