

# Recruitment Policy



Where recruitment is required for a position with Pentathlon Ireland, it shall be conducted in accordance with the procedures below.

1. Recruitment shall be carried out objectively and to place persons in a position in which they are suited and supported.
2. Recruitment shall be by way of a public advertisement, using Pentathlon Ireland, Federation of Irish Sport and similar websites to promote the opportunity.
3. Applicants will be asked to submit a CV and a cover letter and to nominate three referees.
4. The CV and cover letter shall be used as the basis for determining candidates to be selected for interview.
5. A panel of competent persons shall be established by the CEO (the Board when a CEO is being recruited) for the purpose of shortlisting candidates.
6. An interview panel of competent persons shall be established by the CEO (the Board when a CEO is being recruited) for the purpose of selecting a suitable candidate.
7. Members of the shortlist panel and the interview panel may sit on both panels. The CEO may sit on both panels.
8. Prior to offering a position, candidates' bona fides and references shall be checked.
9. In the case of positions other than CEO, the panel will either recommend a candidate to the CEO, ask the CEO to make a final decision on two or more equally suitable candidates or declare that no candidate is suitable. The CEO will follow the panel's recommendation by either offering the position to the recommended candidate, offering the position to his/her choice of equally suitable candidates or re-advertise the position in the case where no suitable candidate is recommended..
10. For the position of CEO, the panel will recommend a candidate or candidates to the Board or declare that no candidate is suitable. The Board will offer the position to the recommended candidate, or in the case of more than one recommendation determine which of the recommended candidates should be offered the position. In the event that the panel declares no candidate to be suitable the position shall be re-advertised.
11. If the Board or CEO are aware of exceptional circumstances or have significant information that was not available to the interview panel, they may overrule the recommendation of the interview panel.
12. Where a role involves dealing with young people/vulnerable adults, it is the responsibility of Board/CEO to ensure that the requirements for the welfare and protection of children and vulnerable adults are met as set out in PI policies.
13. Interview/shortlisting guidelines:
  - a. The panel should closely examine CV's and cover letters. Any gaps in the applicants' previous roles should be identified, and the qualifications and experience checked to meet the requirements; any queries in these areas can be clarified at an interview/meeting.
  - b. Interview/meeting – hold interview/meeting to go through questions, check qualifications, scenarios relevant to position and check any queries, allow for questions from the applicant.
  - c. Identity - check the applicants' identities – any photo id is acceptable.