



Recruitment Initialisation Form

Academic Post

Please complete the following form in full to initiate the recruitment process

The job description and Employee Specification **must** be forward to the Human Resources Office in advance of advertisement. The post must be approved by APRC.

A. Details

| | |
|------------------------------------------|--|
| College : | |
| School & Discipline: | |
| Post Title : | |
| Confirm Temporary or Permanent and FTE : | |
| Induction Co-ordinator: | |

B. Reason for Post (Temporary Contracts Only)

Externally funded posts must be accompanied by Post Proposal Form available at the following link:
http://www.nuigalway.ie/research_accounting/

Please specify the reason for the post and why a permanent position cannot be offered. This wording will be used in contract of employment. Funding Availability is not sufficient to explain the reason for the temporary nature.

C. Advertising

Posts advertised externally will automatically appear on :

1. NUIG Site
2. Jobbank.fas.ie
3. Heanet
4. www.univeristyvacancies.com
5. Irish Times
6. Galway Advertiser
7. PublicJobs.ie
8. Seachtain
9. THES (permanent Roles)
10. Jobs.ac.co.uk

Do you wish to advertise in additional publications or websites? If Yes please specify:

Requests are subject to HR review and approval. The Human Resources Office will cover the charge of one additional publication/website within reasonable cost.

D. Board of Assessors

Please list nominations for both Boards of Assessors and Bord Gaeilge (where applicable)

| List Board of Assessors | List Bord Gaeilge |
|--------------------------------------------|--------------------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| Co-ordinator of Board of Assessors: | Co-ordinator of Bord Gaeilge: |

Has the Board of Assessors/Bord Gaeilge been approved at relevant College meeting?

Yes No

Please inform all nominees of their nomination prior to submitting this information to the Human Resources Office.

E. Schedule

| | |
|------------------------------|--|
| Proposed Advertising Date : | |
| Planned Short listing Date : | |
| Planned Interview Date : | |

F. Pre- Recruitment Checks

Please confirm all board members have received training in interviewing techniques?

Yes No

Please confirm if Garda Vetting is a requirement of the role in accordance with the [University Child Protection Policy](#) ?

Yes No

Please confirm all board members have received training in Unconscious Bias in the last year?

Yes No

G. Approval

Signed by Head of School/Unit:

Signed by Dean of College:

Date:

The Human Resources Office will be unable to process/advertise the post until all correct documentation is received.

NOTE

Text of the advertisement **must** be forwarded to the Human Resources Office with the attached form. Please submit other relevant information that you wish to include in the Applicant Information Pack i.e. Information on the Department etc.

**Every Assessment Board will:*

- 1. Have gender representation;*
- 2. Have members who have received training in interviewing techniques;*
- 3. Have all Assessment Board members at or above the level of the advertised position (an exception may be made to this policy if there is an Assessment Board member with specific expertise);*
- 4. Be issued with the University's Guidelines on Recruitment and Selection for the post being recruited.*

Induction Co-ordinator Procedures can be found at (http://www.nuigalway.ie/staff-development/induction/local_induction_checklist.html)

Composition and Approval Procedure of the Assessment Boards

Established Professorships/Personal Professorships

The Review Group (i.e. the group appointed by the Registrar & Deputy President, following consultation with the President, comprising of the Dean(s) of College, Head of School and, generally, the Professors of cognate subjects) nominates the Board of Assessors as follows:

- President (or nominee)
- Dean of College of primary affiliation
- Two other internal assessors
- Two external assessors

Nominations for Board of Assessors are to be forwarded to the President's Office, in writing, by the Dean of the College. Following the President's approval, the nominations go to College for approval.

It is recommended that due regard be had to representation from within and outside of the discipline in which the post is being filled in arriving at the internal membership of Boards.

Senior Lectureships/Lectureships (above/below bar)

- President (or nominee)*
- Head of School (or nominee)**
- Two other internal assessors
- One external assessor

*Normally the Dean of the College of primary affiliation

** Nominee only exceptionally and related to the non-availability of the Head

The Coordinator in conjunction with the Dean of the College nominates the Board of Assessors and then contacts each member listed to participate on the Board to seek their agreement, before their names are submitted to College meeting for approval. This confirmed Board is approved at College meeting. The College informs the HR Office of the final approved Board.

Assessment Board for Contract or Fixed Term Lectureships

- President (or his/her nominee) *
- Head of School **
- Two other internal assessors (at least one of whom shall not be a member of the School within which the appointment is to be made)

*Normally the Dean of the College of primary affiliation

** Nominee only exceptionally and related to the non-availability of the Head

The Coordinator in conjunction with the Dean of the College nominates the Board of Assessors and then contacts each member listed to participate on the Board to seek their agreement, before their names are nominated, the Board of Assessors nominations are approved by the Director of Human Resources.

IMPORTANT INFORMATION:

It is recommended that due regard be had to representation from within and outside of the discipline in which the post was being filled in arriving at the internal membership of Boards.

Every Assessment Board will:

- have gender representation;
- have members who have received training in interviewing techniques;
- have all Assessment Board members at or above the level of the advertised position (an exception may be made to this policy if there is a need for an Assessment Board member with specific expertise);
- be issued with the University's Guidelines on Recruitment and Selection for the post being recruited.



Foirm Tionscnaimh Earcaíochta

Post Acadúil

Líon an fhoirm seo a leanas go hiomlán chun tús a chur leis an bpróiseas earcaíochta

Ní mór sonraíocht an phoist agus Sonraíocht an Fhostaí a sheoladh ar aghaidh chuig an Oifig Acmhainní Daonna sula bhfógrófar an post. Ní mór faomhadh a bheith déanta ag an ARPC ar an bpost.

A. Sonraí

| | |
|----------------------------------------------------------|--|
| Coláiste: | |
| Scoil & Disciplín: | |
| Teideal an Phoist: | |
| Dearbhaigh an Post Sealadach nó Post Buan é agus an FTE: | |
| Comhordaitheoir Ionductaithe: | |

B. An chúis atá leis an bPost (Conarthaí Sealadacha Amháin)

I gcás poist atá á maoiniú go seachtrach, caithfidh Foirm Togra Poist a bheith leis an iarratas. Tá an fhoirm sin ar fáil ag an nasc seo a leanas: http://www.nuigalway.ie/research_accounting/

Sonraigh an chúis atá leis an bpost agus cén fáth nach féidir post buan a thairiscint. Úsáidfear an fhoclaíocht seo i gconradh fostaíochta. Ní leor maoiniú a bheith ar fáil mar mhíniú ar an gcúis ar post sealadach é.

C. Fógraíocht

Beidh poist a fhógraítear go seachtrach le feiceáil ar:

1. Láithreán OÉG
2. www.jobsireland.ie
3. Heanet
4. www.universityvacancies.com
5. Irish Times
6. Galway Advertiser
7. PublicJobs.ie
8. Seachtain
9. THES (post buan)
10. Jobs.ac.uk

An mian leat fógraíocht a dhéanamh i bhfoilseacháin eile nó ar láithreáin ghréasáin eile? Más mian, tabhair tuilleadh eolais:

Ní mór don Oifig Acmhainní Daonna athbheithniú a dhéanamh ar iarratais agus iad a fhaomhadh. Clúdóidh an Oifig Acmhainní Daonna costas réasúnta i gcás aon fhoilseachán amháin/aon láithreán gréasáin breise amháin

D. An Bord Measúnóirí

Liostaigh na hainmniúcháin don Bhord Measúnóirí agus don Bhord Gaeilge (más cuí):

| Liosta an Bhoird Measúnóirí | Liosta an Bhoird Gaeilge |
|------------------------------------------------------------------------------------|-------------------------------------------|
| An Cathaoirleach: | |
| | |
| | |
| | |
| | |
| Tabhair teideal, seoladh agus seoladh rphoist an mheasúnóra sheachtraigh (más cuí) | |
| Comhordaitheoir an Bhoird Measúnóirí: | Comhordaitheoir an Bhoird Gaeilge: |

An ndearnadh an Bord Measúnóirí/an Bord Gaeilge a fhaomhadh ag cruinniú cuí den Choláiste?

Rinneadh Ní dhearnadh

Cuir gach ainmní ar an eolas faoin ainmniúchán atá faighte acu sula gcuireann tú an t-eolas seo chuig an Oifig Acmhainní Daonna.

E. Sceideal

| | |
|--------------------------------------|--|
| Dáta Molta Fógraíochta: | |
| Dáta Beartaithe an Ghearrliostaithe: | |
| Dáta Beartaithe Agallaimh: | |

F. Seiceálacha

Réamhearcaíochta

Dearbhaigh go bhfuil oiliúint faighte ag gach ball den bhord i dteicnící agallaimh

Tá Níl

Dearbhaigh cé acu an bhfuil Grinnfhiosrúchán an Gharda Síochána riachtanach don ról de réir [Pholasáí Cosanta Leanaí na hOllscoile](#).

Tá Níl

Dearbhaigh go bhfuil oiliúint maidir le claontacht neamh-chomhfhiosach faighte ag baill uile an bhoird le bliain anuas

Tá Níl

G. Faomhadh

Sínithe ag an gCeann Scoile/Aonaid:

Sínithe ag Déan an Choláiste:

Dáta:

Ní bheidh an Oifig Acmhainní Daonna ábalta an post a phróiseáil/a fhógairt go dtí go mbeidh an cháipéisíocht cheart ar fad faighte aici.

TABHAIR FAOI DEARA

Ní foláir téacs an fhógra a chur chuig an Oifig Acmhainní Daonna in éineacht leis an bhfoirm atá faoi iamh. Cuir eolas ábhartha eile isteach sa Phacáiste Eolais don Iarrthóir, más mian leat .i.e. Eolas faoin Roinn srl.

**Ar gach Bord Measúnóirí:*

- 1. Beidh cothromaíocht inscne; mná a bheidh in 40%, ar a laghad, agus fir a bheidh in 40%, ar a laghad, den bhord agallaimh*
- 2. Beidh baill a bhfuil oiliúint faighte acu i dteicnící agallaimh;*
- 3. Beidh an oiliúint maidir le claontacht neamh-chomhfhiosach curtha i gcrích ag na baill*
- 4. Beidh baill uile an Bhoird Measúnóirí ag an leibhéal céanna nó os cionn leibhéal an phoist atá fógraithe (d'fhéadfaí eisceacht a dhéanamh ón bpolasaí seo má tá ball den Bhord Measúnóirí ann a bhfuil saineolas ar leith aige/aici);*
- 5. Gheobhaidh gach ball Treoirlínte na hOllscoile maidir le hEarcú agus Roghnú don phost atáthar a líonadh.*

Is féidir teacht ar Nósanna Imeachta don Chomhordaitheoir Ionduchtúcháin ar (http://www.nuigalway.ie/staff-development/induction/local_induction_checklist.html)

Comhdhéanamh agus Nós Imeachta Faofa na mBord Measúnóirí

Ollúnachtaí Bunaithe/Ollúnachtaí Pearsanta

Déanann an Grúpa Athbhreithnithe (i.e. an grúpa a cheapann an Meabhránaí & Uachtarán Ionaid, i ndiaidh dó/di dul i gcomhairle leis an Uachtarán, agus ar a mbíonn Déan/Déin an Choláiste, an Ceann Scoile agus, de ghnáth, Ollúna le hábhair ghaolmhara) an Bord Measúnóirí a ainmniú, mar seo a leanas:

- An tUachtarán (nó a (h)ainmní)
- Déan an Choláiste chleamhnaithe
- Beirt mheasúnóirí inmheánacha eile
- Beirt mheasúnóirí sheachtracha eile

Ní mór do Dhéan an Choláiste ainmneacha na ndaoine atá á moladh aige/aici don Bhord Measúnóirí a chur ar aghaidh chuig Oifig an Uachtaráin, i scríbhinn. Tar éis don Uachtarán iad a fhaomhadh, cuirfear na hainmniúcháin ar aghaidh chuig an gColáiste lena bhfaomhadh.

Moltar go dtabharfaí aird chuí ar an ionadaíocht laistigh agus lasmuigh den disciplín ina bhfuil an post á líonadh nuair a bheifear ag cinneadh cé hiad na baill inmheánacha a bheidh ar Bhoird.

Léachtóireachtaí Sinsearach/Léachtóireachtaí (os cionn/faoi bhun an bhaic)

- An tUachtarán (nó a (h)ainmní)*
- An Ceann Scoile nó a (h)ainmní**
- Beirt mheasúnóirí inmheánacha eile
- Measúnóir seachtrach amháin

*Déan Choláiste chleamhnaithe na hInstitiúide, de ghnáth

** Níor cheart go mbeadh an t-ainmní ann seachas i gcásanna eisceachtúla nuair nach mbeadh fáil ar an gCeann Scoile

Is é an Comhordaitheoir i gcomhar le Déan an Choláiste a ainmníonn an Bord Measúnóirí agus ansin déanann sé teagmháil le gach ball atá liostaithe lena gcead a fháil sula gcuirtear a n-ainmneacha faoi bhráid cruinniú den Choláiste lena bhfaomhadh. Déantar an Bord dearbhaithe seo a fhaomhadh ag cruinniú den Choláiste. Cuireann an Coláiste an Oifig AD ar an eolas faoin mBord faofa deiridh.

Bord Measúnóirí do Léachtóireachtaí ar Conradh nó Léachtóireachtaí Téarma Shocraithe

- An tUachtarán nó a (h)ainmní *
- An Ceann Scoile **
- Beirt mheasúnóirí inmheánacha eile (ar duine nach ball den Scoil ina bhfuil an ceapachán le déanamh duine amháin acu, ar a laghad)

*Déan Choláiste chleamhnaithe na hInstitiúide, de ghnáth

** Níor cheart go mbeadh an t-ainmní ann seachas i gcásanna eisceachtúla nuair nach mbeadh fáil ar an gCeann Scoile

Déanann an Comhordaitheoir, i gcomhar le Déan an Choláiste, an Bord Measúnóirí a ainmniú agus ansin déanann sé teagmháil le gach ball atá liostaithe lena gcead a fháil, sula ndéantar a n-ainmneacha a chur chun cinn. Déanann Stiúrthóir Acmhainní Daonna ainmniúcháin an Bhoird Measúnóirí a fhaomhadh.

EOLAS TÁBHACHTACH:

Moltar go dtabharfaí aird chuí ar an ionadaíocht laistigh agus lasmuigh den disciplín ina raibh an post á líonadh nuair a bheifear ag cinneadh cé hiad na baill inmheánacha a bheidh ar an mBord.

Beidh an leagan amach seo a leanas ar gach Bord Measúnóirí:

- *Beidh cothromaíocht inscne; mná a bheidh in 40%, ar a laghad, agus fir a bheidh in 40%, ar a laghad, den bhord agallaimh*
- *Beidh baill a bhfuil oiliúint faighte acu i dteicnící agallaimh;*
- *Beidh an oiliúint maidir le claontacht neamh-chomhfhiosach curtha i gcrích ag na baill*
- *Beidh baill uile an Bhoird Measúnóirí ag an leibhéal céanna nó os cionn leibhéal an phoist atá fógraithe (d'fhéadfaí eisceacht a dhéanamh ón bpolasaí seo má tá ball den Bhord Measúnóirí ann a bhfuil saineolas ar leith aige/aici);*
- *Gheobhaidh gach ball den Bhord Measúnóirí Treoirínte na hOllscoile maidir le hEarcú agus Roghnú don phost atáthar a líonadh.*