



**Recruitment Initialisation
Form - Support 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 and graded by the CSSPG or ASSPG as appropriate.

A. Details	
College /Management Unit	
Post Title	
Work Pattern if part time:	
Post Co-ordinator	
Induction Co-ordinator:	

B. Reason for Post (Temporary Contracts Only)
Funding availability is not sufficient objective grounds. Externally funded posts must be accompanied by Post Proposal Form available at the following link: http://www.nuigalway.ie/research_accounting/

C. Tests
Do you require any of the following tests/assessment? Excel Word Other (specify) _____ Please note Excel costs will be paid for by hiring unit.

D. Advertising
Internally advertised posts will be advertised on Core Portal . External advertising of Support posts approved through CSSPG is subject to UMT approval.

Posts advertised externally will automatically appear on :

1. NUIG Site
2. www.jobsireland.ie
3. Heanet
4. www.universityvacancies.com
5. Irish Times
6. Galway Advertiser (certain posts)
7. www.publicjobs.ie
8. Seachtain

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

Requests are subject to HR review and approval

E. Board of Assessors Grade 1 to 3

Head of Unit/School or Nominee	
Member Outside of the School/Unit (preferably)	

F. Board of Assessors Grade 4 to AO

Chair	
Head of School/Unit	
3 rd Person from Outside of Unit/School or External	
Appropriate Supervisor	
HR Member (if applicable)	

G. Board of Assessors Above AO

The Head of the School/Unit together with the Dean/VP/Director nominates the membership of the Board of Assessors for appointment. The Interview Board will be approved through the Human Resources Office

Please inform all nominees of their nomination prior to submitting this information to the Human Resources Office. A member of the HR Office will be in attendance at interviews.

H. Schedule

Proposed Advertising Date	
Planned Short listing Date	
Planned Interview Date	

I. Pre- Recruitment Checks

Please confirm all board members have received training in interview 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 training in the last year

Yes No

J. Approval

Signed by Head of School/Unit:

Date:

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

For all posts other than Academic Support posts grades 1 -3, the Runaí along with the relevant University Management Team member and the President must be consulted in the consideration of whether the post requires Irish. The HR Office will or receipt of the job description confirm requirement with Oifig an Runaí

**Every Assessment Board will:*

- 1. Have gender balance; with a minimum of 40% women and 40% males on the interview board*
- 2. Have members who have received training in interviewing techniques;*
- 3. Have members completed the unconscious bias training*
- 4. 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);*
- 5. 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/human-resources/staff-development/induction/>)



Foirm Tionscnaimh Earcaíochta - Post Tacaíochta

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 an post a bheith ceadaithe agus grádaithe ag an CSSPG nó ag an ASSPG de réir mar is cuí.

A. Sonraí	
Coláiste/Aonad Bainistíochta	
Teideal an Phoist	
Pátrún oibre más oibrí páirtaimseartha thú:	
Comhordaitheoir an Phoist	
Comhordaitheoir Ionductaithe:	

B. An chúis atá leis an bPost (Conarthaí Sealadacha Amháin)
Ní leor fáil a bheith ar mhaoiniú mar chúis. 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/

C. Tástálacha
An bhfuil aon cheann de na tástálacha/measúnuithe seo a leanas ag teastáil uait? Excel Word Eile (sonraigh) _____ Is é an t-aonad atá i mbun earcaíochta a íocfaidh costais Excel.

D. Fógraíocht
Fógrófar poist inmheánacha ar Core Portal . Tá fógraíocht sheachtrach ar phoist tacaíochta atá faofa trí CSSPG faoi réir faomhadh ón UMT .

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 (poist áirithe)
7. www.publicjobs.ie
8. Seachtain

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

Ní mór don Oifig AD athbhreithniú a dhéanamh ar iarratais agus iad a fhaomhadh

E. Bord Measúnóirí Grád 1 go 3

Ceann Aonaid/Scoile nó a (h)Ainmní	
Ball lasmuigh den Scoil/Aonad (go hidéalach)	

F. Bord Measúnóirí Grád 4 go AO

Cathaoirleach	
An Ceann Scoile/Aonaid	
An tríú duine as lasmuigh den Aonad/Scoil nó	
Maoirseoir Oiriúnach	
Ball ón Oifig AD (má theastaíonn)	

G. Bord Measúnóirí os cionn AO

Ainmníonn an Ceann Scoile/Aonaid i gcomhar leis an Déan/Leas-Uachtarán/Stiúrthóir baill an Bhoird Measúnóirí atá le ceapadh. Is tríd an Oifig Acmhainní Daonna a dhéanfar an Bord Agallaimh a fhaomhadh.

Cuir gach ainmní ar an eolas faoin ainmniúchán sula gcuireann tú an t-eolas seo chuig an Oifig Acmhainní Daonna, le do thoil. Beidh duine ón Oifig Acmhainní Daonna i láthair ag na hagallaimh.

H. Sceideal

Dáta Molta Fógraíochta	
Dáta Beartaithe an Ghearrliostaithe	
Dáta Beartaithe Agallaimh	

I. Seiceálacha Réamhscaráíochta

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 Leanáí na hOllscoile](#).

Tá Níl

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

Tá Níl

J. Faomhadh

Sínithe ag an gCeann Scoile/Aonaid:

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.

I gcás gach post eile seachas poist Tacaíochta Acadúla ar ghrád 1-3, ní mór dul i gcomhairle leis an Rúnaí mar aon leis an mball cuí d'Fhoireann Bainistíochta na hOllscoile agus leis an Uachtarán chun go measfar cé acu an bhfuil gá le Gaeilge a bheith ag duine chun an post a fháil. Nuair a bheidh an tsonraíocht poist faighte ag an Oifig AD, dearbhóidh sí le hOifig an Rúnaí cé acu an bhfuil riachtanas Gaeilge ag dul leis an bpost.

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

- 1. Cothromaíocht inscne; is mná a bheidh in 40% agus fir a bheidh in 40% 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 den Bhord Measúnóirí Treoirínite 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/human-resources/staff-development/induction/>)