



**Recruitment Initialisation
Form – Technical 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 and TSAG.

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. 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: <hr/>
Requests are subject to HR review and approval

**D. Board of Assessors
Technical Post**

Chairperson – Head of School or Nominee	
Head of Discipline or nominated Academic Staff member from Discipline	
Chief Technical Officer	
External Member (Specialist in the field, preferably from outside the University)	
Member of HR 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.

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 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

G. 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.

****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/staff-development/induction/local_induction_checklist.html)



Foirm Tionscnaimh Earcaíochta - Post Teicniúil

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 go mbeadh an post faofa ag an APRC agus an TSAG.

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. 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 bhfoirseacháin eile nó ar láithreáin ghréasáin eile? Más mian, tabhair tuilleadh eolais:

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

**D. Bord Measúiní
do Phost Teicniúil**

Cathaoirleach – An Ceann Scoile nó a (h)Ainmní	
Ceann Disciplín nó comhalta foirne acadúil ainmnithe ón Disciplín	
Príomhoifigeach Teicniúil	
Ball seachtrach (Speisialtóir sa réimse, as lasmuigh den Ollscoil más féidir)	
Ball den Oifig Acmhainní Daonna	

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.

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 bhliain anuas

Tá Níl

G. 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.

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

- 1. 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 orthu 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/staff-development/induction/local_induction_checklist.html)