

Licence to Recruit

Recruiting Difference, Reflecting Diversity

HR policy document record	
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Notes	

1. **PRINCIPLES**

- 1.1 In accordance with the TU Dublin Recruitment Selection Appointment policy, *“the University will ensure that persons involved in making employment-related decisions are aware of their responsibilities, University policies, related procedures, and legal requirements”*. In this regard, all internal Selection Board Members must hold a current Licence to Recruit¹. This means that such members have undergone the University’s Licence to Recruit training programme.
- 1.2 A Licence to Recruit will be granted to members of staff who have completed the Licence to Recruit training programme. The Licence will be valid for a period of **3 years** but may be subject to renewal at an earlier date if there are significant changes in employment legislation or TU Dublin policies or procedures.
- 1.3 In order to renew a Licence to Recruit, all internal selection board members must undertake Refresher Training. Refresher Training will focus on any recent changes to policy, procedure or legislation.
- 1.4 Staff Development, or Human Resources in the case of staff in TU Dublin, Blanchardstown and TU Dublin, Tallaght, will notify licence holders in advance of its expiry, so that staff can renew the licence by undergoing Refresher Training.
- 1.5 The Licence to Recruit and Refresher Training will be hosted by the University on a regular basis by Human Resources in conjunction with Staff Development. Staff are encouraged to attend the training irrespective of the campus on which it is being hosted. The opportunity to share experience enhances the overall learning of participants.

2. **LICENCE TO RECRUIT TRAINING PROGRAMME**

- 2.1 The Licence to Recruit training programme covers the following:
1. Unconscious Bias in Recruitment and Selection
 - What is Unconscious Bias?
 - What does it look like in Recruitment & Selection?
 - How can we control our bias?
 2. TU Dublin Recruitment, Selection and Appointment policy and Selection Procedures with a focus on:
 - Recruitment Planning
 - Candidate Brief
 - Shortlisting
 - Candidate Appeals Procedure
 - Conduct of Selection Boards
 - Role of the Chair
 - Notetaking
 - Scoring

¹ Internal Selection Board Members with the exception of those participating on Selection Boards for the recruitment of Hourly-Paid Part-time staff.

3. Recruitment, Selection and Interviewing Skills training with a focus on:
 - Aligning the Candidate Brief (knowledge, skills, abilities and competencies) for the post with the values of the University
 - Putting candidates at ease and building rapport
 - Managing time, interview structure, environment
 - Designing questions to test knowledge, skills, abilities and competencies as identified in the Candidate Brief
 - Active listening
 - Interview Evaluation including scoring
 - Interview Feedback
 - Role Play

3. REFRESHER TRAINING

3.1 The Licence to Recruit Refresher training programme covers the following

1. Unconscious Bias training
2. New or current developments and initiatives relating to
 - Recruitment, Selection and Appointment policy
 - Selection Procedures

4. QUERIES

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