

Interview Expenses for Candidates

Recruiting Difference, Reflecting Diversity

HR Policy Document Record	
Reference Number	HRP013
Policy Owner	Human Resources
Approval Body	President's Group
Creation Date	June 2019
Revision Date(s)	
Notes	

1. POLICY

- 1.1 TU Dublin is committed to recruiting the best candidate for a role. It is the University's preference that candidates attend for interview in person. However, for candidates residing outside the island of Ireland or who are temporarily abroad, TU Dublin may facilitate video conferencing with prior arrangements should the need arise.
- 1.2 The facilitation of Video Conferencing will be at the discretion of the Chair of the Selection Board. Where approved, it is the candidate's responsibility to ensure that they can provide the conditions appropriate to an interview setting at the agreed interview date and time, and that they have access to compatible technology to allow the interview to take place.

2. SCOPE

- 2.1 This policy applies to interview expenses incurred by candidates residing outside the island of Ireland or who are temporarily abroad.
- 2.2 Interview expenses will not be reimbursed to candidates residing on the island of Ireland.
- 2.3 Reasonable expenses for attendance at interview will be paid to candidates, governed by the following regulations:

Travel

- i) Candidates travelling from Britain will be reimbursed for the cost of flight, boat and/or train travel.
- ii) Candidates travelling from mainland Europe, while being asked to avail of the most inexpensive fares available, will have the cost of air travel reimbursed.
- iii) Candidates invited to interview from non-European countries will have a range of options as follows:
 - candidates who are selected for appointment and who take up appointment will have expenses fully reimbursed;
 - candidates who are selected for appointment and who do not take up appointment will not receive any expenses payment;
 - candidates not selected for appointment will receive half-payment of expenses.

Accommodation

- i) Candidates for whom it is necessary to stay overnight, while being asked to avail of the most inexpensive accommodation available, will have the cost of their accommodation reimbursed up to a maximum of the Civil Service rate at the time. The maximum rate as of 1 October 2018 is €147.00 per night.

3. PROCEDURE

- 3.1 The Interview for Candidates Expenses Claim Form is available from Human Resources. In order to be processed, the form must be completed in full with original receipts attached and returned by the candidate to Human Resources no later than **4 weeks** after the interview date.

4. QUERIES

Contact: Recruitment Team

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