

## Recruitment Principles

### **Probity**

The principles to be observed in the conduction of a recruitment campaign in NESC<sup>1</sup> are underpinned by the core values that define probity such as integrity, impartiality, fairness, reliability and ethical conduct. NESC is committed to these values and will ensure that all aspects of the appointment process are managed ethically.

### **Appointments made on merit**

Appointment on merit means the appointment of the best person for any given post through a transparent, competitive recruitment process where the criteria for judging suitability of candidates can be related directly to the qualifications, attributes and skill required to fulfil the duties and responsibilities of the post. This fundamentally fair and just approach to dealing with applicants results in the selection of individuals whose competencies, abilities, experience and qualities best match the needs of the organization in questions. Merit is therefore an integral principle which must underpin all appointment practices. Our selection processes will not provide unjustifiable advantage or disadvantage to any particular candidate or group of candidates, and will embrace genuine equality of opportunity which will be integral to the processes by which appointments are made.

### **An appointment process in line with best practice**

All appointment processes will be efficient, cost effective and in line with best practice including defining job and person specifications; marketing the vacancy and selecting appropriate assessment mechanisms; providing appropriate briefing/training to the selection board; and the creation and maintenance of appropriate records.

### **A fair appointment process applied with consistency**

The selection process adopted and the manner in which it is applied will be undertaken with real commitment to equality of opportunity. All candidates will be treated fairly, to a consistent standard and in a consistent manner.

### **Appointments made in an open and transparent manner**

NESC will ensure transparency in the appointment process with open and active communication on the process and the basis for assessment. Timely feedback will be provided to candidates who seek it.

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<sup>1</sup> NESC is a constituent body of NESDO.

## **Review procedures**

The review procedures set out in this section applies in cases where a candidate wishes to have an action or decision in relation to his/her candidature reviewed. The procedures and standards to be followed by the complainant and NESC in the handling of requests for review are set out below.

Recruitment and selection processes will not be suspended pending the outcome of a review.

The candidate must address his/her concerns in relation to the process in writing to the Edna Jordan in NESC setting out those aspects of the action or decision in relation to his/her candidature that he/she wishes to have reviewed; the basis for this review should be set out on the attached form.

The candidate must support their request for review by outlining the facts they believe show the action/decision taken was wrong. A request for review may be refused if the candidate cannot support their request.

### **The review procedure**

Upon receipt of the request for a review NESC will aim to issue an acknowledgement within 3 working days.

The case will be reviewed by a person other than any individual directly associated with the decision in question.

The person conducting the review will consider any written submissions made by the candidate, and all other information, including any relevant emails, notes held by NESC in respect of the selection process. Where necessary, the reviewer may meet with the personnel involved in the selection process and/or the candidate for the purpose of eliciting further information.

The outcome will generally be notified to the candidate within 25 working days of receipt of the complaint or request for review. Where the investigation does not allow a decision within this timeframe, the reviewer will keep the candidate informed of the status of the review.

The decision of the reviewer is final.

