

WEST LIMERICK INDEPENDENT LIVING CLG

Recruitment and Selection Policy

Policy Reference	WLILP32
Category	Operational Policies — Human Resources & Safer Recruitment
Version	3.0 (merged & legislatively checked)
Status	APPROVED — by the Board of Directors on 9 October 2026
Supersedes	WLILP32 - Recruitment and Selection Policy (issued Nov 2016, reviewed Apr 2025); WLILP32 - Recruitment and Selection Policy redraft (unapproved, Sept 2025)
Policy Owner	Board of Directors, West Limerick Independent Living CLG
Applies To	All recruitment activity for permanent, temporary, relief and voluntary positions within WLIL
Related Policies	WLILP4 - Garda Vetting Policy; WLILP36 - Equality, Diversity & Inclusion Policy; WLILP7 - Data Protection Policy
Review Cycle	Annually, or sooner if legislative or organisational changes occur

1. Purpose and Scope

To ensure that West Limerick Independent Living (WLIL) recruits the most suitable candidates using fair, consistent and transparent practices, in line with Irish employment legislation, safeguarding standards, and the organisation's values.

This policy applies to all recruitment activity for permanent, temporary, relief and voluntary positions within WLIL.

2. Legal and Regulatory Framework

This policy is informed by:

- Employment Equality Acts 1998–2021
- Gender Pay Gap Information Act 2021
- Children First Act 2015
- Assisted Decision-Making (Capacity) Act 2015
- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016
- Health (Amendment) (Home Support Providers) Act 2026 — enacted 1 July 2026 but not yet commenced. Once in force, this will require WLIL to register as a home support provider with HIQA's Chief Inspector of Social Services and to meet minimum workforce education and training requirements; WLIL should monitor for its commencement date and update recruitment and induction practices accordingly
- HIQA's draft National Standards for Home Support Services (2024), developed alongside the above Act and expected to become statutory once it is commenced

Note: an earlier draft of this policy referred to this legislation by its working title, the "Health (Amendment) (Licensing of Professional Home Support Providers) Bill 2024." That Bill was subsequently finalised and enacted under the shorter title above; the citation has been updated accordingly.

3. Recruitment Principles

WLIL is committed to creating a fair and inclusive recruitment process. This includes:

- Equal opportunity and non-discrimination
- Transparency and merit-based selection
- Promoting diversity and inclusion
- Protecting vulnerable persons through safer recruitment
- Upholding dignity and respect throughout the recruitment process

4. Advertising Vacancies

All vacancies will be advertised widely to ensure a diverse pool of candidates. Advertisements will include:

- A clear description of the role, duties, qualifications and expectations
- Garda vetting requirements, where applicable
- WLIL's status as an equal opportunities employer

5. Application and Shortlisting

Candidates are expected to complete the application process thoroughly. Shortlisting will involve:

- Screening by at least two staff members against set criteria
- Verification of required qualifications and experience
- Declaration of the accuracy of application information

6. Interview Process

Interviews will be conducted in a structured and professional manner. The process includes:

- Use of scoring sheets and consistent interview questions
- Notes maintained for transparency and GDPR compliance
- Opportunity for candidates to request reasonable accommodations

7. Garda Vetting and Safeguarding

To ensure the safety of vulnerable persons, all relevant staff must undergo Garda vetting. This process involves:

- Verification through WLILP4 - Garda Vetting Policy
- Two professional references, including one recent employer
- Clarification of any employment gaps
- Mandatory safeguarding training completed prior to placement

8. Right to Work Verification

All candidates must provide proof of eligibility to work in Ireland, including valid identification, visas, or work permits where applicable.

9. Remote and Flexible Working

WLIL supports flexible working arrangements where feasible, including consideration of hybrid or part-time work where operationally suitable.

10. Offer and Induction

Successful candidates will receive a conditional offer of employment. The induction process includes:

- Introduction to WLIL's values and policies
- Mandatory training including safeguarding, child protection, and health and safety

11. Record Keeping and Data Protection

All recruitment records will be maintained securely, in line with GDPR. This includes:

- Application materials, interview notes, and vetting documentation
- Data retention and disposal in accordance with WLIL's Data Protection Policy

12. Recruitment File Audit

Recruitment files may be subject to annual audit by management or the Quality Subcommittee to ensure policy compliance.

13. Monitoring and Review

This policy will be regularly reviewed to ensure it remains effective. This involves:

- Annual review, or earlier if legislative or organisational changes occur
- Oversight by the Quality Subcommittee

Legislative references, including the status of the Health (Amendment) (Home Support Providers) Act 2026, are checked as accurate as of this policy's drafting date. As the Act has not yet been commenced, WLIL should monitor for commencement orders and update this policy, and its induction and training requirements, once they are made.

Appendix A — Interview Plan Overview

1. Starting the Interview

- Introduce yourself and your role
- Explain the interview will last approximately 30–40 minutes
- Outline the structure: a series of competency-based questions
- Mention that both interviewers may take notes and ask questions
- Encourage the candidate to answer using examples from the last 2–3 years
- Let them know examples can come from outside of work if necessary
- Remind them to listen carefully, take their time, and ask for clarification

2. During the Interview

- Use introductory phrases to make questions relatable (e.g., "In this role, communication is key — can you give an example...")
- Focus on what the candidate personally did, not just their team
- Ask open, clear questions and avoid hypothetical or multiple-part questions
- Record key points accurately
- Follow up with clarifying questions if needed
- Be mindful of equality legislation and respectful at all times
- Prioritise critical competencies first; cover others if time allows

3. Closing the Interview

- Ask what qualities they will bring to WLIL and any areas they wish to develop
- Allow time for them to ask questions
- Thank them for attending and explain the next steps

4. After the Interview

- Compare notes with the co-interviewer
- Score candidates based on the rating scale
- Complete the interview summary sheet and calculate the final rating out of 30

Interview Rating Scale

1	2	3	4	5
Unsatisfactory	Marginal	Competent	Good	Very Strong

Summary Sheet — Sample Format

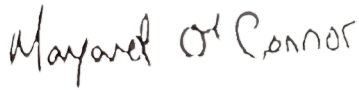
Competency	Rating (1–5)
1. Motivational Fit / Independent Living	
2. Work History	

Competency	Rating (1-5)
3. Teamwork / Respecting Decision Making	
4. Promoting Independence / Professionalism	
5. Client Focus	
6. Communication / Presentation	
Overall Score (out of 30)	

Approval

Approved by the Board of West Limerick Independent Living CLG on 9 October 2026.

Signed on behalf of the Board, on its instruction, by the General Manager:



Margaret O'Brien O'Connor, General Manager

Date signed: 09-10-2026