Additional Campaign Information: Applicant Information Document

This document provides information on the recruitment and selection process. We recommend that you read this document before submitting your application.

Dear Candidate,

Thank you for your interest in this role. The details as to whether or not a panel is formed as a result of this recruitment campaign are outlined in the Job Specification. Please read this document in full prior to submitting your application.

The HR / Recruitment Team Contact details:

- For any queries regarding the Recruitment process please contact: DSECampaigns@hse.ie
- For role-specific enquiries, please contact the named person in the Informal Enquiries section on the Job Specification.
- The HR/Recruitment team may contact you via Rezoomo. It is important to provide accurate contact details on your application form and ensure regular access to your emails. If you choose to use your work email, be aware that some communications may require a response within a specific timeframe. To prevent emails from going into spam, consider adding the HSE domain to your whitelist or safe senders list.

Contents

The HR / Recruitment Team Contact details: 1
Who should apply? 2
How to apply for this post 2
Candidates on existing panels 3
How we will manage the selection process. 4
Candidate supports 5
Reasonable Accommodation requests for candidates with disabilities 5
Interview notes 6
Formation of panels 6
Speciality areas/Care groups 6
Marking System 6
Future panels 8
Acceptance / declination of a recommendation to proceed ..... **Error! Bookmark not defined.**
Recruitment process time scales 8
Security clearance 8
Review and complaint procedure (CPSA) 9
HSE Privacy policy 10
Superannuation / Pension Information 10
Appendices: Supplementary recruitment and selection process information 12

Appendix 1: Eligibility Criteria 12
Appendix 2: EEA, Swiss, British and non-EEA applicants 13
Appendix 3: Clearances 15
Appendix: 4 Interview Reasonable Accommodation (RA) requests process flowchart for candidates 17
Appendix: 5 Panel Management Rules 18
Appendix 6: Rezoomo & Equitas 20

Who should apply?

We welcome applications from qualified individuals who meet the eligibility criteria for this role. The job specification outlines further information on the role and includes details on the eligibility criteria.

The HSE is an equal opportunities employer. Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. We aim to develop the workforce to reflect the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.

- The HSE is committed to creating a positive working environment where all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential.

For more details and information on:

- Qualifications and eligibility criteria refer to appendix 1.
- EEA, Swiss, British and Non-European Economic Area Applicants resident in the State see appendix 2.

A full explanatory list of the documents required from a non-EEA applicant resident in the State at application stage is in appendix 2.

Note non-EEA citizens resident in the State who are not able to supply the documents listed in appendix 2, are not entitled to participate in this recruitment campaign. This is in accordance with the EU Community Preference principles.

The HSE welcomes applications from suitably qualified non-EEA applicants who have refugee status. We ask applicants to provide documentary evidence confirming their refugee status.

How to apply for this post.

- You must submit a fully completed application form particular to this post by Rezoomo only. We recommend that you allow plenty of time to submit your application. (We strongly advise that candidates submit the application form a minimum of 1 hour before the closing time to avoid any potential technical delays).

- Your application must be your own work and reflect your own experiences, competencies and skills. Do not use AI to complete the application form
- We may request you sign your application form at a later stage.
- We require the same information from all candidates in order to make fair decisions on their applications.
- We will confirm receipt of your application within 2 working days. If you have not received a response within this period, contact the recruitment team via email to DSECampaigns@hse.ie to confirm your application has been received. We will not accept any applications after the closing date.

  Important note: While you will receive confirmation your application form has been received, your application will not be reviewed until after the closing date therefore it is vital to ensure your application form has been completed in full and all documentation requested has been uploaded correctly. Amendments to same cannot be made once the closing date has passed
- We check the eligibility of the applications after the closing date. It is important that you fully demonstrate how you meet the eligibility criteria for the role. If you do not include all relevant information, your application may be ineligible and will not progress to the next stage in the selection process.
- We will only accept complete applications received by the closing date and time. If you submit multiple applications, we will only consider the last one received before the closing date and time.
- We will contact you by Rezoomo. Ensure you use an email address that you regularly access since some communications require a timely response.
- Please note that HR/Recruitment will contact you via Rezoomo. It is your responsibility to ensure you have access to your Rezoomo account. We recommend that you use your personal email when setting up your Rezoomo account as you may receive communications that have a time deadline requirement while you may be working away or on leave. It is your responsibility to ensure you have access to Rezoomo at all times. Note you must create your own Rezoomo profile. The use of another users account is not permitted and will result in your application being automatically rejected.
- Please disclose if you have used Generative Artificial Intelligence (AI) for your application form. Where it is evident that a candidate relies entirely on AI answers for competency questions the application will not be progressed to the next stage.

Candidates on existing panels

If you are not currently on a panel for the post advertised the below information is not relevant or applicable to you.

If the panel you are on is due to expire, and you want us to consider you for future opportunities, you can apply for this new supplementary campaign.

If the panel you are on is not expiring, it will take priority over the supplementary panel formed after this new campaign while it is in existence. Panels formed by the recruitment team will remain in place for at least 12 months, with the option to extend up to a maximum period of 3 years, according to service need.

If the panel you are on is due to remain and you wish to apply for the new supplementary campaign, you can choose to remove yourself from the existing panel and re-apply for the new campaign. To remove yourself from the existing panel, email your request to DSECampaigns@hse.ie before the closing date of the supplementary campaign.

If you remove yourself from the existing panel and subsequently place on the supplementary panel, all candidates on the existing panel will automatically have a higher order of merit than those placed on the supplementary panel created by the new campaign.

How we will manage the selection process.

- The purpose of this recruitment and selection process is to fill current and anticipated vacancies as detailed in the job specification.
- The purpose of this recruitment and selection process is to fill current and anticipated vacancies as detailed in the job specification for the lifetime of the panel. Being on a panel does not guarantee a job offer.
- To have your application considered, complete the relevant application form in full. We may not submit incomplete forms for consideration by the selection board and / or progression to the next stage of the selection process.
- A selection board will assess your application form against the eligibility criteria to match your experience and skills with the post's requirements. Addressing these requirements is crucial.
- The selection process may involve multiple stages, including short-listing or ranking exercises based on the post's requirements as outlined in the eligibility criteria, skills, competencies and knowledge sections of the job specification. We may place successful applicants in an order of merit, and call them for interview in bands / groups based on the service needs of the organisation.
- We will inform applicants that do not meet the eligibility criteria, or are not shortlisted, of the decision and the reasons.
- Applicants invited to interview will receive more details at that stage.
- Proposed interview dates will be indicated at a later stage. Usually, candidates will receive, at least, two weeks' notice of interview. It may be less, in exceptional circumstances.
- We will place applicants, successful at the interview stage, on a panel in order of merit.

- If there is an existing panel in place, it may take precedence over the newly formed panel for this campaign. Appendix 5 provides full details on panel management rules.
- We will offer posts to the candidate with the highest order of merit.
- Interviews are an integral part of the selection process.
- The HSE requires all necessary employment references to assess the applicant's past performance and behaviour. The HSE determines the merit and relevance of references. The HSE reserves the right to remove candidates from specific recruitment panels and to retract conditional job offers if satisfactory clearances such as past /current employment references and security clearances are not available, or are unsatisfactory.
- We may contact all previous employers for references.
- The HSE reserves the right to retract a conditional job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.

Candidate supports

Visit the candidate supports on the recruitment process for further information on:

- What to expect when applying for a job with the HSE
- What to expect during the HSE recruitment journey
- E-Learning modules on the recruitment and selection process*:
    - Applying for a job in the HSE
    - About interviewing in the HSE
    - Practising for an Interview in the HSE

*If you are a current HSE employee, these modules are also available on HSeLanD and can be included in your learning profile.

Sign up to the HSE's Career Hub to keep informed about new job opportunities tailored to your preferences. You can find the latest opportunities on the HSE Jobs page.

Reasonable Accommodation requests for candidates with disabilities

We can provide applicants with access arrangements or other reasonable requirements to allow them to participate in the selection process. If you need any specific arrangements for accessing or participating in the interview, please let us know in advance.

Reasonable accommodation means making practical changes to give candidates with disabilities an equal chance. Some examples of adjustments that we can offer are assistive technology and extra time.

If you tell us you need a reasonable accommodation, we will discuss this with you. Following this discussion, we will share the outcome with the interview board members to ensure the provisions are available and in place on the day.

Read the Process Flowchart on Reasonable Accommodation for Candidates to help you understand the process.

Interview notes

The Equitas system is used for our interviews. This interview software allows for interviews to be recorded and transcribed eliminating the need for note taking. When this software is not in use the Interview board members will take notes during each interview to use as an aide memoir to support board discussions. In keeping with process transparency, a candidate can request a copy of the relevant transcript/interview notes. Where notes are provided these will be copies of the original handwritten sheets, typed copies are not created and therefore cannot be provided. It is important to remember the sole purpose of any notes produced. A verbatim or complete record of the interview overall should therefore not be expected.

Formation of panels

What is a panel?

A panel is a list of candidates who have been successful at interview, ranked in order of merit. We place the highest-scoring candidate first on the panel and offer subsequent vacancies in order of merit. If the first candidate declines the conditional job offer, we offer it to the second candidate, and so on. Panels remain active for at least one year and can be extended up to a maximum period of 3 years, according to service need.

Speciality areas/Care groups

Where speciality areas/care group selections are required you will be asked to choose the specialty area/care group you want to work as outlined in the job specification. You may have the option to select more than one area and rank in order of preference.

You cannot select a speciality area/care group after the application form submission deadline. Only eligible applicants who specify at least one speciality area/care group will be invited to interview.

The panel is formed based on merit, and then categorised by speciality area/care group

Marking System

Candidates receive marks for skill / competency areas during the interview. The job specification clearly outlines these skill / competency areas.

If two candidates receive the same marks, we will do a second ranking exercise. We will chooses a predetermined skill / competency area from the interview to further rank the successful candidates.

For example, Candidate A and Candidate B both pass the interview and score 421, which would place them jointly at number 3 on the panel. In this example, Professional Knowledge is the secondary ranking area.

Candidate A scored 69 in the Professional Knowledge element and Candidate B scored 68. The candidate who scored highest in this area and expressed interest will receive the conditional job offer first.

This means we will place Candidate A at 3a on the panel and Candidate B at 3b.

If two candidates have the same mark on the secondary ranking, we will apply a third ranking exercise and so forth.

You must achieve a minimum score of 40 in each skill/competency area only then are you considered successful for a panel.

Scoring Guide				
Unsatisfactory evidence of this key skill area presented	**Sufficient** evidence of this key skill area presented	**Good** evidence of this key skill area presented	**Excellent** evidence of this key skill area presented	**Outstanding** evidence of this key skill area presented
0 – 39.99	**40 – 59.99**	**60 - 79.99**	**80 – 89.99**	**90 - 100**

The Scoring Guide illustrates the breakdown of Scoring Bands used by the interview board to evaluate candidates' performance. The wording used in your interview-marking sheet may vary slightly. For example, if your score falls within 40 – 59.99 for a skill/competency area the comment on the marking sheet may include words like sufficient, adequate, satisfactory, reasonable, or other variations to describe the evidence you provided in response to the question asked.

Future panels

The HSE may contact all available successful candidates if the panels are exhausted. We may extend the panel's lifespan to fill specified purpose and/or permanent vacancies that may arise. Panel management rules can be modified during the panel's lifespan based on service needs, and all remaining candidates will be notified of any changes.

Invitation to proceed to pre-employment clearances

The written communication sent to you will include the timeframes and panel management rules for each individual post relevant to your order of merit on the panel. Refer to appendix 5 for a complete outline of the panel management rules.

Recruitment process time scales

The job specification indicates the closing date for completed applications. Proposed interview dates will be indicated at a later stage. Candidates will normally be given at least two weeks' notice. In exceptional circumstances, the timeframe may be reduced.

Security clearance

When accepting a post, panel members involved in relevant work requiring access to, or contact with, children or vulnerable adults will need to apply for vetting disclosure from the National Vetting Bureau. The HR/Recruitment team will initiate this process.

All relevant appointments require satisfactory security clearances. If you lived in a country other than the Republic of Ireland or Northern Ireland for six months or more after your 16th birthday, you must provide security clearance for each jurisdiction of residence. The clearance must be dated after your departure from that country and cover the entire period of your stay. Obtaining security clearances from other countries, such as the UK or USA, is the responsibility of the candidate and can be a time-

consuming process. Therefore, if you are interested in a career within the HSE, we strongly advise you to start seeking international security clearances now. Refer to appendix 3 for more information on international clearances.

Note if you require overseas security clearance and are unable to produce it at the time of conditional job offer, the offer may be withdrawn.

Review and complaint procedure (CPSA)

Appointments to positions in the HSE are subject to the Commission for Public Service Appointments (CPSA) Code of Practice. You can find detailed information about the Code of Practice as well as review and complaints procedures on the CPSA website.

Section 7 Review

If you are unhappy with a decision made during a selection process or believe that the decision was based on incorrect information or not following documented procedures, you can request a review under Section 7 of the Code. If the review finds that the decision was incorrect, based on incorrect information, or a result of not following procedures, it may be reversed.

Section 8 Complaint

If you believe there has been a breach of the Code of Practice and that the selection process itself was unfair, you can make a complaint under Section 8 of the Code.

You can submit a request for a review under Section 7 OR a complaint under Section 8, but not both.

How to submit a request for a review or complaint

To submit a request for a review or complaint to the HR/Recruitment team, follow these steps before submitting:

1. Identify the procedure appropriate to your situation. That is Section 7 or Section 8.
2. Specify if you prefer an informal or formal review.
3. Clearly explain how the selection process was unfair or applied unfairly to you. The HR / Recruitment team will not examine requests without supporting facts or grounds.

It is recommended you initiate an informal review/complaint first. If you choose not to engage in the informal process, you can proceed directly to the formal stage.

The process for submitting a request for a review or complaint is as follows:

Informal review / complaint

Request must be submitted by email to DSECampaigns@hse.ie within **5 working days** of receipt of a decision

Formal review / complaint

Request must be submitted by email to DSECampaigns@hse.ie within **5 working days** of receipt of a decision.

If you have submitted a formal appeal or signalled a breach of the Commission for Public Sector Appointments (CPSA) Codes of Practice other stakeholders may request access to your application record/documents. For example, the Appeals Officer or the CPSA may request your application form, interview notes or any other recruitment campaign documentation/records for the purposes of conducting an appeal.

HSE Privacy policy

The HR / Recruitment Team is committed to protecting your privacy and takes the security of your information very seriously. The HR / Recruitment Team aims to be clear and transparent about the information we collect about you and how we use that information. More information on the HSE Candidate Privacy Policy is available at https://www.hse.ie/eng/staff/jobs/recruitment-process/hse-privacy-notice-candidates-in-recruitment-process-via-rezoomo-and-hse-talentpool.pdf

Superannuation / Pension Information

Persons in receipt of a pension from specified Superannuation Schemes

Former Health Service and Irish Public Sector employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of an enhanced or Incentivised Voluntary Early Retirement or redundancy from the Irish public service and should also informed themselves of the impact of returning to employment after Ill Health Retirement from any of the following pension schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Irish Public Service or Civil Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility for employment by the Health Service Executive before applying / competing for posts for this recruitment campaign.

Pension Abatement

If you have been employed in the Irish Civil or Public Service and are entitled to, or in receipt of, a pension from the Civil or Public Service; or where a Civil/Public Service pension comes into payment during your re-employment; that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Abatement ensures that a public service pensioner's gross public service income, that is the public service pension(s) which the pensioner receives, combined with their remuneration in their new public service job, does not exceed the 'relevant former pensionable remuneration' (that is the rate of remuneration at retirement uprated to current day value) they would have received had they continued to serve in their former position.

Pension abatement will be calculated on a periodic and pro-rata basis. This means that the period over which the remuneration and pension are paid, along with the work pattern applicable in the new public service job, are accounted for in determining whether and to what extent abatement will apply. This calculation method applies to all new or renewed contracts after 21 December 2022. Pension abatement may (and will likely) apply to your public service pension should you proceed to be employed by the HSE / Tusla.

Note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position. Further guidance on the application of Pension Abatement in the Irish Public Service is set out in Department of Public Expenditure, NDP Delivery & Reform Circular Letter 24/2022.

You will be required to complete a Section 51 Declaration Form at Pre-Employment Clearances stage (Recruitment Stage 2) prior to issue of contract. If you declare that you are in receipt of a Civil / Public Service pension or one will come into payment during the period of re-employment you will be required to complete a Pension Abatement Assessment Form.

The Pension Abatement Assessment Form will be completed at Pre-Employment Clearances stage (Recruitment Stage 2) to give you an estimate of the applicable level of pension abatement; and / or at Recruitment Stage 3 Setup in the event an estimate was not required at Stage 2 or if the details of the appointment have changed from Stage 2 to Stage 3.

Where the HSE / Tusla are both the Pension Paying Authority and the prospective employer the pension abatement assessment will be prepared by HSE National Pension Payments and the recruiter will share the estimated pension abatement calculation with you. This estimate will be based on the information provided by the Recruiter and will therefore be subject to change on confirmation of agreed terms at commencement of employment.

Where the HSE / Tusla is the prospective employer but not the Pension Paying Authority, you should engage directly with your Pension Paying Authority to establish the impact on your pension. The Pension Abatement Assessment Form will set out the information you should provide to your Pension Paying Authority.

Appendices: Supplementary recruitment and selection process information

Appendix 1: Eligibility Criteria

Refer to the national eligibility criteria outlined in the job specification.

Appendix 2: EEA, Swiss, British and non-EEA applicants

(i) Applicants who are EEA, Swiss, or British citizens do not require work permits / visas

EEA citizens who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, Republic of Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Bulgaria and Romania.

(ii) Non-European Economic Area Applicants resident in the State

To process your application it is necessary for you to submit the following documentation:

1. A scanned copy of your passport showing your identification and Stamp. That is, the first page of your passport showing your photograph and personal details, and the stamp/visa page showing your current immigration Stamp 1, Stamp 1G, Stamp 4, Stamp 5, or Stamp 6 showing you have permission to be in this State.

Or

A scanned copy of your current Irish Residence Permit showing Stamp 1, Stamp 1G, Stamp 4, Stamp 5, or Stamp 6.

***Stamp 1G**

There are two main pathways under Stamp 1G and they are:

i. **Graduate Stamp 1G**

For permanent positions, the Health Service Executive (HSE) is only in a position to apply for an Employment Permit if the role you are applying for is on the Critical Skills Occupations List, which you will find here Critical Skills Occupations List. If the role is not on the Critical Skills Occupations List then the HSE will be unable to apply for a work permit regardless of whether or not you are successful at interview.

ii. **Spouse / Partner of Critical Skills Employment Permit holder or Researchers in the State on Hosting Agreements**

OR

2. For permissions related to your marital/partnership status:

i. A scanned copy of your passport showing your identification and Stamp. That is, the first page of your passport showing your photograph and personal details, and the stamp/visa page showing your current immigration Stamp 1G showing you have permission to be in this State and your Marriage/Civil Partnership Certificate.

Or

A scanned copy of both the front and back of your current Irish Residence Permit (IRP) showing Stamp 1G and your Marriage/Civil Partnership Certificate.

And

ii. A scanned copy of your spouse's passport showing their photograph and personal details, and the stamp/visa page showing their current immigration stamp and a copy of their Critical Skills/General Employment Permit.

Or

A scanned copy of both the front and back of your spouse's current Irish Residence Permit showing Stamp 4 and a copy of their Critical Skills/General Employment Permit.

Or

If your spouse holds a Stamp 2 for the purposes of PhD study, include a copy of their passport showing their photograph and personal details, and the stamp/visa page showing their current immigration Stamp 2.

Or

A scanned copy of both the front and back of their current Irish Residence Permit (IRP) showing Stamp 2.

If you do not include the above documents, where necessary, with your application we will consider it incomplete and not process it any further. This means we will not submit your application for the ranking exercise and subsequent invitation to interview.

More information for non-EEA applicants resident in the State visit Department of Justice Immigration Permissions

Note: The HSE welcomes applications from qualified applicants that have refugee status. At the time of application, you will need to submit documentary evidence that confirms your refugee status.

Appendix 3: Clearances

When accepting a post, panel members need to apply for a vetting disclosure from the National Vetting Bureau if their role involves working with children or vulnerable adults. The HR/Recruitment team will initiate this process for successful candidates.

If you lived in a country other than Ireland or Northern Ireland for more than 6 months after your 16th birthday, you must provide security clearance for each jurisdiction, confirming no convictions during your residence there. Satisfactory security clearances are required for all appointments. If you need overseas security clearance but cannot provide it at the time of the conditional job offer, the offer may be withdrawn.

Your security clearance must be dated after you left the country and cover the entire period of your residence. Obtaining security clearances from other countries is your responsibility and can take time. We strongly advise starting the process as soon as possible as this can take some time.

Candidates who studied outside of the Republic of Ireland or Northern Ireland, that is, in other parts of the UK, you will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated after you left the UK.

Consult the following websites for assistance:

Australia - The Australian Federal Police Homepage | Australian Federal Police

Dubai - Dubai Police Police Clearance Certificate

India - Embassy of India, Dublin Embassy of India, Dublin, Ireland : Police Clearance Certificates

South Africa – South African Police Service Services | SAPS (South African Police Service)

New Zealand - New Zealand Police vetting service Police Vetting Service | New Zealand Police | New Zealand Police

United States of America

You must get security/overseas clearance from the FBI only.

FBI Clearance is valid for the whole of the United States and notes convictions / remarks for anywhere in the United States.

Individual US State Clearance such as New York State Clearance is not acceptable because it is only valid for that State alone and does not cover any other State.

United Kingdom

ACRO Criminal Records Office (ACRO) Police Certificates

Other Countries

For other countries, it might be helpful to contact the relevant embassies who can provide you with information on getting Police Clearance.

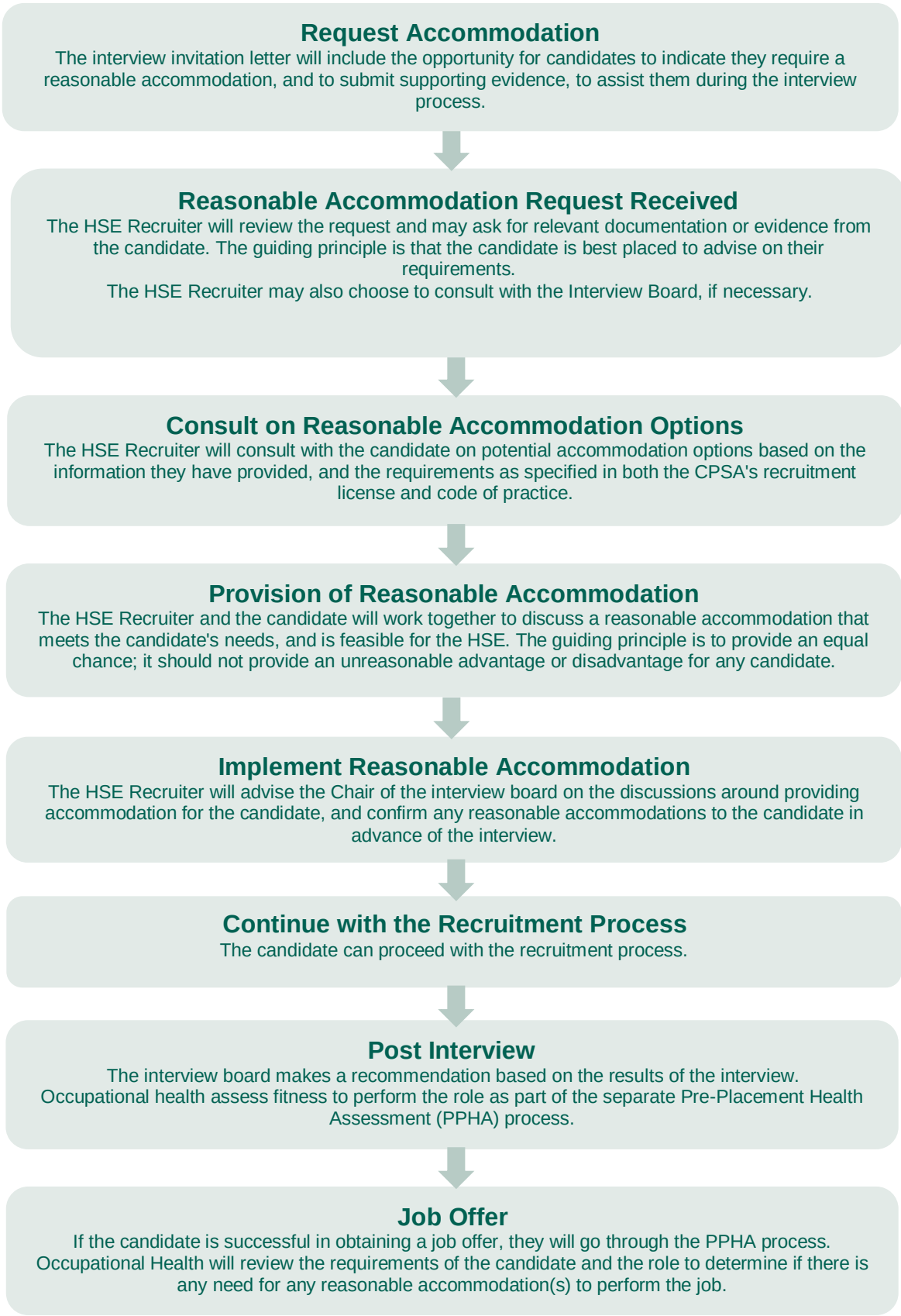
Do not send us your overseas clearance or any other documentation unless we request it from you.

Candidates who accept a job offer will have specified time within which to provide us with the required documents otherwise, the job offer may be withdrawn. We will tell you the timeline when you proceed to pre-employment clearances stage.

We will keep a copy of your overseas Clearance on file and return the original to you by post.

Note: Candidates are responsible for any costs incurred when applying for security clearances.

Appendix: 4 Interview Reasonable Accommodation (RA) requests process flowchart for candidates



Appendix: 5 Panel Management Rules

In this section, we explain how successful candidates are notified of individual posts and placed on the recruitment panel, based on their performance. The communication via Rezoomo sent to you will include the timeframes and rules for panel management specific to each post, considering your position on the panel.

Explanation of terms used:

- Expression of interest: When you express interest in a job, it means you indicate your desire to be considered if the job is offered to you.
- Recommendation to proceed details: This means you are the candidate who expressed interest in a post, has the highest position on the panel, and will now move to the next stage of the recruitment process, which involves pre-employment clearances such as employment reference checks, occupational health, and Garda Vetting (if applicable).
- Order of Merit: The order of merit is determined by your score at assessment/interview. Candidates are listed based on their scores, with the highest score at position number one, the second-highest score at position number two, and so on.

Expression of Interest Details:

- An invitation for you to express your interest in a post is not a job offer. The invitation provides details about the position, such as location, contract type (tenure), job title, and contact information for the Service Manager. We recommend contacting them for further discussion. Please note, while you receive email notifications of correspondence from Rezoomo, you must login to your Rezoomo account to view and respond. Do not click reply from your email provider (for example: gmail or yahoo) as no message will be forwarded.
- Expressions of interest made in any other format other than by Rezoomo will not be accepted.
- The invitation to express interest correspondence will specify a deadline. We will not accept expressions of interest after the deadline.
- You must respond to the invitation to express interest in the specified format.
- The HSE HR/Recruitment team may invite multiple candidates on the panel to express interest in a post simultaneously.
- After reviewing the expression of interest responses post the deadline, the candidate with the highest position on the panel will receive a recommendation to proceed invitation to move forward in the recruitment process. That is pre-employment clearances.
- If you respond to an expression of interest invitation, and are not the highest in the order of merit on the list of candidates who expressed an interest, your position on the panel will remain the same.
- If you respond to an expression of interest invitation, your position on the panel will remain the same.
- If you do not respond to an expression of interest invitation, it will be assumed that you are not interested, and your position on the panel will remain the same.

- If the candidate at the top of the list of candidates who expressed an interest proceeds with pre-employment clearances and later withdraws, the next candidate in order of merit on the list may be considered, or a new invitation to express interest can issue, depending on the time elapsed.

Recommendation to proceed details:

The recommendation to proceed invitation allows you to advance to the next stage of the recruitment process called pre-employment clearances. It is not a job offer. The invitation provides information such as details about the role; location; contract type/tenure; job title, and the hiring manager. You will receive a “message" via Rezoomo notifying you of the "recommendation to proceed."

Before accepting the recommendation to proceed invitation, it is important to read these advisory notes, as your decision may affect your position on the panel.

If you agree to proceed with a Specified Purpose Post:

- You will no longer be eligible for any further “Expressions of Interests” for Specified Purpose posts. However, you will remain on the panel for "Expressions of Interest" for Permanent Posts.

- If you later decline the Specified Purpose post, during the pre-employment clearance stage, you will still retain your position on the panel for Permanent posts.

If you agree to proceed with a Permanent Post:

- You will no longer be eligible for any further expressions of interest and will be removed from the panel.

- If you later decline this permanent post during the pre-employment clearance stage, you will remain removed from the panel.

If a panel is formed to fill specified purpose vacancies of full or part-time duration.

This means that permanent vacancies will not be filled from the panel formed.

If you agree to proceed with a Specified Purpose Post (campaign run specifically for SP Posts)

- You will no longer be eligible for any further expressions of interest for Specified Purpose post and will be removed from the panel.

- If you later decline this Specified Purpose post during the pre-employment clearance stage, you will remain removed from the panel.

To fill specified purpose and / or permanent vacancies.

- If you accept employment to a Specified Purpose post, you can inform the HR/Recruitment Team via Rezoomo when you are within three months of the end of your contract. We will then reactivate you on the panel for Specified Purpose "Expressions of Interest."

Note the following important information:

- Recommendation to proceed responses must be provided in the specified format mentioned in the invitation. Recommendation to proceed invitations have a deadline, and once the deadline passes, no further responses will be accepted. The message will specify the deadline.
- Please note, while you receive email notifications of correspondence from Rezoomo, you must login to your Rezoomo account to view and respond. Do not click reply from your email provider (for example: gmail or yahoo) as no message will be forwarded.
- Confirmation made in any other format other than by Rezoomo will not be accepted.
- The recommendation to proceed invitation does not create a contractual obligation, so we strongly advise against giving notice at your current job at this time. HSE Recruitment posts are subject to budgetary approval, satisfactory references, appropriate registration, security, and medical clearances, as required.
- The HSE reserves the right to withdraw a recommendation to proceed if any aspect is unsatisfactory. The HSE assesses and determines the merit, appropriateness, and relevance of references.
- A contract of employment is only valid when received in writing and signed by both the candidate and the HSE.

Appendix 6: Rezoomo & Equitas

Rezoomo

Rezoomo www.rezoomo.com is the Talent Acquisition software where you will submit your application.

When you create your Rezoomo profile kindly enter your correct details as this will be used throughout the campaign process. Note you must create your own Rezoomo profile. The use of another users account is not permitted and will result in your application being automatically rejected.

Please disclose if you have used Generative Artificial Intelligence (AI) for your application form – note where it is evident that a candidate relies entirely on AI answers for competency questions the application will not be progressed to the next stage.

All communication from the HR/Recruitment Team will be made via Rezoomo and you will receive an email notification to the email address you have used to set-up your Rezoomo account. We strongly recommend you use a personal email address to which you have regular access as you might not always have access to your work email while on leave or if you move Company.

Kindly note that all communication to the HR/Recruitment Team needs to be made via Rezoomo. Therefore, if you need to reply to an interview invitation, please log into Rezoomo and, on the home page, click on “Open” under ‘Message’ (see image 1 below) to reply to last message of the campaign.

Do not click reply from your email provider (for example: gmail or yahoo) as no message will be forwarded.

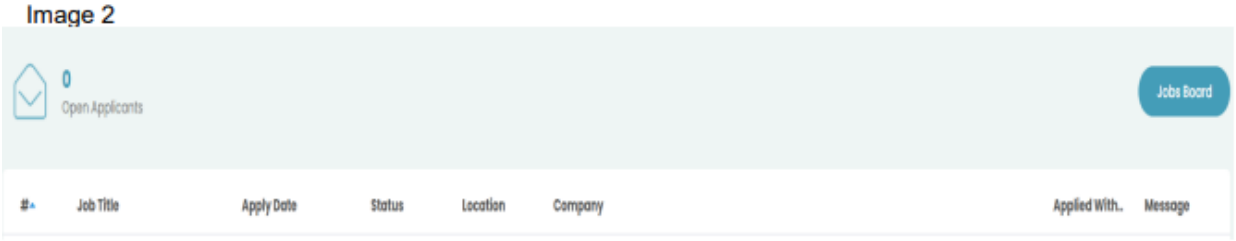
Access to your submitted application

Once the application has been submitted, you cannot amend it. In order to access a copy of your application please log into your Rezoomo. On the home page you will see a list of the campaign(s) you have applied for. Listed beside the name of campaign, on the right hand side, there is an icon below "Applied With…"; click on that icon (see image 2 below) to retrieve your application.

Image 1



Image 2



Equitas

Equitas is an interview platform designed to facilitate structured two way interviews both remote and face to face. The interview is recorded and transcribed to text. It uses voice led interview software enhancing the way candidates are questioned and evaluated.

Further information on Equitas is available at https://www.equitas.ai/