



Applicant Information Document

HSE SOUTH WEST

Thank you for your interest in this role. It is our intention to form a panel as a result of this recruitment campaign as outlined in the Job Specification.

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

- For role-specific enquiries, please contact the named person in the Informal Enquiries section on the Job Specification.
- The HR/Recruitment team will in the main contact you via Rezoomo, however, you may also be contacted by email, phone, SMS, or post. 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.

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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 so that it reflects 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 whereby 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: Eligibility Criteria](#).
- Non-European Economic Area Applicants resident in the State see [Appendix 2: EEA / Swiss / British Applicants and Non-EEA Applicants](#).

While the HSE is an equal opportunities employer, in line with current Department of Enterprise, Trade and Employment Permit requirements, we will only consider applications from non-European Economic Area (EEA) citizens, not resident in the State, if we cannot find an EEA citizen to fill the vacancy. A full explanatory list of the documents required from a Non-EEA Applicant resident in the State at application stage is in Appendix 2.

Please 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. See Information [on community preference principles](#).

The HSE welcomes applications from suitably qualified applicants for posts which are on the [Critical Skills Occupations List](#) and will support, successful non-EEA citizen applicants, with their application for a work permit, as applicable.

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

How to apply for this post.

- You must submit a fully completed Application Form associated with the particular post through the Rezoomo System. Please note CV's will not be accepted unless clearly specified on the Job Advert.
- 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 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.
- You do not need to sign emailed applications; we will 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.

- You will receive confirmation notification of your application through Rezoomo. If you have not received a response within 48 hours, contact the recruitment team via Rezoomo to confirm your application has been received. We will not accept any applications after the closing date.
- 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.

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 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. Incomplete forms may not be submitted 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. Successful applicants will be placed in order of merit, and called for interviews 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.
- Interview dates will be shortly after the closing date. **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.](#)
- Posts are offered 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 (e.g. past /current employment references, security clearances) are not available, or are unsatisfactory.
- All previous employers may be contacted 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 Accommodations Requests for Candidates with Disabilities

Applicants can be provided 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 \(Appendix 4\)](#) to help you understand the process.

Interview Notes

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 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. The highest-scoring candidate is placed first on the panel, and subsequent vacancies are offered in order of merit. If the first candidate declines the conditional job offer, it is offered to the second candidate, and so on. Panels remain active for at least one year and can be extended.

Speciality Areas/Care Groups if applicable

Choose the specialty area/care group you wish to work in from the specialty care list identified on the Application Form.

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 are given marks for skill / competency areas during the interview. These skill / competency areas are clearly outlined in the Job Specification.

If two candidates receive the same marks a second ranking exercise will be conducted. A predetermined skill / competency area from the interview will be chosen 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. The candidate who scored highest in this area and expressed interest will receive the conditional job offer first. Candidate A scored 69 in the Professional Knowledge element and Candidate B scored 68. Candidate A will be placed at 3a and Candidate B will be placed at 3b.

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

To be considered successful for a panel, you must achieve a minimum score of 40 in each skill/competency area.

Scoring Guide			
Little Evidence of this key skill area presented	Adequate / Satisfactory evidence of this key skill area presented	Good evidence of this key skill area presented	Strong evidence of this key skill area presented
1 – 39	40 - 69	70- 89	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 40-69 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. The panel's lifespan may be extended 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.

Acceptance / Declination of a Recommendation to Proceed

The email 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. Please 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're interested in a career within the HSE, we strongly advise you to start seeking international security clearances now. Please 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 in the HSE are made under a recruitment license and follow the Code of Practice 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're 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, please follow these steps before submitting:

1. Identify which procedure is appropriate to your situation (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. Requests without supporting facts or grounds will not be examined by the HR / Recruitment Team.

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

Submit your request via Rezoomo, clearly outlining the basis for your complaint within **5 working days** of receiving of a decision.

Formal Review / Complaint

Submit your request via Rezoomo, clearly outlining the basis for your complaint within **5 working days** of receiving of a decision.

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 [Candidate Privacy Statement](#).

The Recruitment Department is committed to protecting your privacy and takes the security of your information very seriously. The aims is to be clear and transparent about the information we collect about you and how we use that information. More information on the HSE Privacy Policy, is available at <https://www.hse.ie/eng/privacy-statement/>

Information on the General Data Protection Regulation is available at <https://www.hse.ie/eng/gdpr>

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, i.e. 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' (i.e. 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.

Please 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

The eligibility criteria is as set out in the Job Specification for this post.

Applicants can use [NARIC's Foreign Qualifications Database](#) to download a **comparability statement** to compare an academic qualification to an Irish qualification of a similar major award type and level on the Irish [National Framework of Qualifications \(NFQ\)](#), where possible.

If their qualification is **not** listed in the database, they can apply for advice on the [general academic recognition of their qualification.](#)]

Registration (if applicable)

- Candidates who are not yet registered with the relevant body associate with the post will remain **dormant*** on the panel and will not be contacted about job opportunities until they inform the Campaign Manager that they are registered.
- If you are offered a post and it subsequently emerges that you are not registered at the time of job offer, the job offer will be withdrawn and you will be made dormant on the panel.
- Therefore if you are interested in pursuing a career in with the HSE, we strongly recommend that you commence registration procedures now. Seeking registration is the responsibility of the applicant. Please note registration can take a period of time.
- Please note candidates will be asked to produce evidence of their Registration prior to contracting stage.

****Dormant** = you retain your place on the panel but you are not contacted about opportunities.*

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 i.e. the first page of your passport showing your photograph and personal details and current immigration Stamp 1*, Stamp 1G (*Spouse/de facto partner of a Critical Skills Employment Permit holder only*), or Stamp 4, showing you have permission to be in this State.

OR

A scanned copy of your current Irish Residence Permit showing Stamp 1*, Stamp 1G (*Spouse/de facto partner of a Critical Skills Employment Permit holder only*), or Stamp 4.

** For candidates who hold a Stamp 1, you must also upload a copy of your work permit or a copy of the letter from the Dept. of Justice confirming you can work without a work permit.*

OR

2. For permissions related to your marital/partnership status a scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration Stamp 1G (*Spouse/de facto partner of a Critical Skills Employment Permit holder only*) showing you have permission to be in this State.

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

A scanned copy of your spouse's passport showing their identification and current immigration stamp, a scanned copy of both the front and back of your spouse's current Irish Residence Permit card showing Stamp 4, **and** a copy of their Critical Skills Employment Permit.

Applications not accompanied by the above documents, where necessary, will be considered incomplete and not processed any further. This means that your application will not be submitted 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 non-EEA Citizens 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 now if you're interested in a career with the HSE.

Note: 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.

Please consult the following websites for assistance:

United Kingdom

- <https://www.acro.police.uk/s/>
- [Find a police force | Police.uk](#) will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.
- [Finding a job - GOV.UK](#) will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau.

Australia - [Australian Federal Police](#) will provide you with information on obtaining a national police clearance certificate for Australia

New Zealand - [New Zealand Police | Nga Pirihi Mana O Aotearoa](#) will provide you with information on obtaining police clearance in New Zealand.

United States of America

Please note that valid Security/Overseas Clearance from the USA must be obtained from the **FBI only**.

[FBI Identity History Summary Check Address Verification/Change Request](#) FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

Other Countries

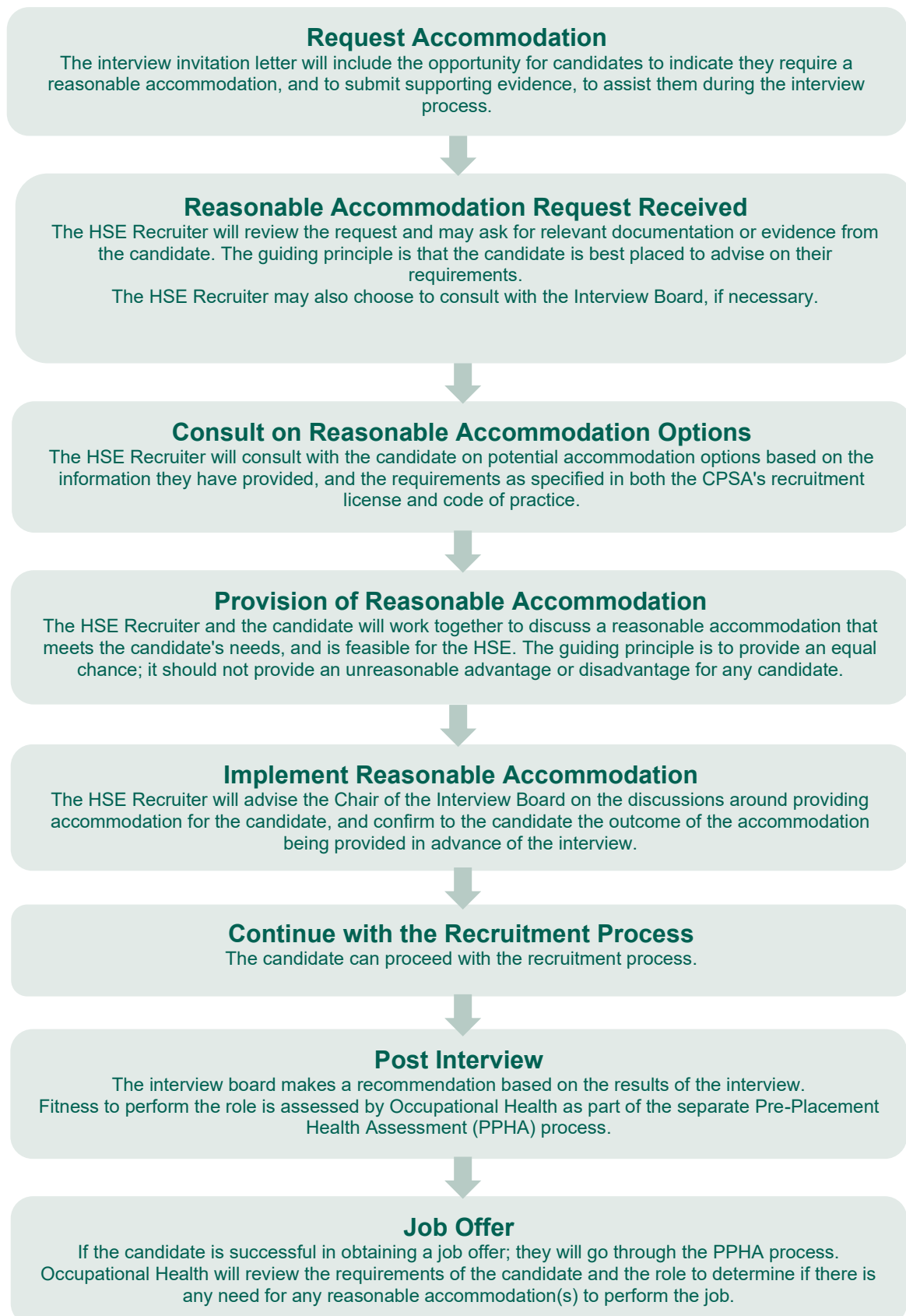
For countries not listed above, you may find it helpful to contact the relevant embassies who could provide you with information on seeking police clearance.

Please do not send us your overseas clearance, or any other documentation, unless we request it from you. Candidates who accept a conditional job offer will have a specified timeframe within which to produce the required documentation; otherwise the conditional job offer will be withdrawn. These timeframes are communicated to you at proceed to pre-employment clearances stage. Typically this is 5 working days.

When requested, a copy of your overseas clearance will be retained on file and the original returned 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 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 achieved 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. You will receive an "alert" text message on your mobile phone notifying you of the expression of interest.
- The invitation to Express Interest email 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 (pre-employment clearances).
- If you respond to an Expression of Interest invitation with "Interested", 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 with "Not Interested", 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 an alert text message on your mobile phone 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 both Specified Purpose and 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.

Please 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 communication will specify the deadline.
- **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.
- If you accept employment to a Specified Purpose post, you can inform the HR/Recruitment team via email 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."

APPENDIX 6: Information on completing the Supplementary Questions:

In the supplementary questions section, you are required to describe some of your personal achievements to date that demonstrate certain necessary skills and qualities required for this position. The skills and qualities are outlined in the Skills & Competencies section of the Job Specification.

All question areas must be completed and remember that you will be questioned on all areas at interview. The instructions below will help you to complete your answers, but you should also consider these instructions when you are preparing for interview.

For each **Competency Question**, you are given a description of a skill or quality. You are then asked to describe a situation, from your own experience, which you think is the best example of what **YOU** have done which demonstrates this skill or quality. It is essential that you describe how **you** demonstrated the skill or quality in question.

The information you present here may form part of a ranking exercise process, and may also be used to help structure your interview, if you are invited to one. A ranking exercise may apply based on the information you provide in your application form. This means that a ranking board will “rank” applicants based on information put forward in the supplementary questions section of your application form. Interviews may be held on a phased basis, inviting applicants to interview based on the position held in the ranking exercise. A primary panel will be formed of candidates successful in the first phase of interviews. If subsequent interviews are held candidates successful at these interviews will be added to the end of the primary panel and will be listed with a lower order of merit.

Therefore, compose your replies carefully in this section and try to structure what you write so that you give specific information about what you have done - for example, do not simply say that “X was successful”, describe exactly what you did and how you demonstrated the skill or quality in question.

Do not exceed the space allowed in the boxes.

For each example please include the following:

- (a) the nature of the task, problem or objective;**
- (b) what you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it);**
- (c) the outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.**

Please do not use the same example to illustrate your answer to more than two skill areas.

Please note that, should you be called to interview, the board may look for **additional examples** of where you demonstrated the skills required for this post so you should think of a number of examples of where you demonstrated each of the skills.

Notes:

- You may use a word processor to reproduce these pages and type your replies
- It is recommended that you keep a copy of this section of the application form

Guidelines for Completing the Supplementary Questions

Supplementary Questions are designed to help you to present **relevant evidence** in order that decision makers can evaluate how well you 'fit' the requirements of a particular role. Relevant evidence is usually drawn from your work experience and the way in which you have accomplished a range of activities. Those involved in screening the applications will be evaluating the information you give against **specific skills** required for effective performance in the role. To do this they need you to give enough detail so that they can tell **what you actually did** and **how you did it**.

The people doing the screening **will not** assume that you demonstrate a skill at the right level just because of your current role, length of experience or educational qualifications. These do not give enough evidence about how you accomplished relevant tasks.

So, if a question is about your approach to decision making, you need to do more than describe your current role and list important decisions you have made. You will need to describe **how** you reached relevant decisions.

Some guidelines for presenting yourself well are given below:-

- **Give specific examples** – most questions will ask you to describe an example of when you have demonstrated a skill: try to do this concisely but with enough detail so that the reader will be clear about **what you actually did**. This detail might include information about timescales, the number of people involved, budgets etc. It can help to use bullet points to that the sequence of events is clear to the reader.
- **Give a range of examples** – if possible, base your answers on different situations or challenges you faced rather than rely on just one experience. This helps the reader to evaluate how you tackle different challenges and not just your behaviour in a 'one off' situation.
- **Be concrete rather than theoretical** – a clear description of **how you actually behaved** in a particular situation (and why) is of much more use to the reader than a vague or general description of what you consider to be desirable attributes.

Examples on How to Complete this Section of the Application Form

Skill Area: Communication Skills: *able to adapt your communication style to particular situations and audiences..... able to produce clear and concise written information....*

Example 1: *I was responsible for producing important management reports and supporting presentations for a range of important and high profile clients. Through my understanding of the clients' needs and my effective communication skills, I have ensured that the reports that go to the clients are relevant and focused, and are continually improved. The reports I have produced and the presentations I have made were well received by all my clients. As a result of the combination of my analytical thinking and interpersonal and communication skills, my brief has been extended to lead the development of the strategic plan for the organisation.*

Example 2: (a) *The unit I was attached to was responsible for producing a management report and supporting oral presentation for several large clients, some with significant problems and issues to report. In some cases the management report was publicly available and was subject to a great deal of scrutiny. A new style/format of management letter needed to be developed for my clients, as many of the clients were complaining that the letters were too large/long and difficult to read.*

(b) *I was tasked with developing a new style of management letter for the clients. I had to meet stringent quality requirements/criteria whilst addressing the need to reduce its size. Following consultation, mainly over the phone and face-to-face, with the majority of our clients, I realised that a summarised report format with a better visual and more interactive presentation was the answer. I developed a format for a summarised report, reducing the average length from 40 pages to just 10. I achieved this through careful editing of information and increased use of graphs etc. I then developed a more focused presentation to clients and included more graphical displays and incorporated short presentations by colleagues directly involved in producing the work. During the presentations I encouraged clients to ask questions and develop their understanding of the issues at hand.*

(c)The summarised management report and improved presentations were seen as a success by the clients, who with exception, in responding to an evaluation survey, found the new format/style better than the previous, and all requested that the revised system should be continued. 80% credit

Example 1 (above):

This is **not** a good example because it:

- does not give sufficient details of exactly what the person did or how they actually demonstrated their “ *effective communications skills*”
- also, it is not clear where the information requested at (a), (b) and (c) (supplementary section) is presented.

EXAMPLE 2 (ABOVE):

This is a **better** example because it:

- describes exactly what the person did and how they communicated, for example

“.....consultation, mainly over the phone and face-to face” & “developed a format for a summarised report, reducing the average length from 40 pages to just 10” “achieved this through careful editing of the information and increased use of graphs”. “encouraged clients to ask questions”

- also, it is clearer where the information requested at (a), (b) and (c) of the supplementary question section is presented.

Reminder:

Once you have completed Question Areas 1-3, you should progress to Question Area 4 - a Knowledge / Experience Question. Please note that all 4 areas must be completed at the time of application.