

Chapter 6

Selection, Appointment, Appraisal and Development of Staff

Policies - To view Policies click [here](#).

[Protected Disclosure Policy COMM/003](#)

Procedures – To view Procedures click [here](#).

[Ill Health Retirement HR000 \(New\)](#)

[Retirement Procedure HR000 \(New\)](#)

[Sick Leave Management HR000 \(New\)](#)

[Annual Leave HR001-035](#)

[Sick Leave Reporting HR013-032](#)

[Jury Service HR000 \(New\)](#)

[Marriage & Civil Partnership HR000 \(New\)](#)

[Starter, Induction & Probation HR000 \(New\)](#)

[Starting Salaries & Incremental Credit HR000 \(New\)](#)

[Compassionate Leave HR008-027](#)

[Work Placements HR019-063](#)

[Force Majeure HR002-036](#)

[Maternity Leave HR004-038](#)

[Parental Leave HR005-040](#)

[Career Break & Leave of Absence HR007-026](#)

[Adoptive Leave HR028-086](#)

[Shorter Working Year HR000 \(New\)](#)

[Job Sharing Academic HR003-037](#)

[Study Leave HR014-033](#)

[Job Sharing Non Academic HR020-066](#)

[Engagement of Tutors](#)

[Paternity Leave HR024-082](#)

[Carers Leave HR027-085](#)

[Flexi Procedure HR033-121](#)

[Work Sharing HR038/142](#)

[Receiving Gifts HR000 \(New\)](#)

[Cycle to Work HR000 \(New\)](#)

[Home working/e working HR040/145](#)

[Sabbatical Leave HR034/124](#)

[Recruitment & Selection HR000 \(New\)](#)

[Disciplinary Procedure Nationally Agreed](#)

[Grievance Procedure Nationally Agreed](#)

[Progression from AL to L HR031/106](#)

[Early Progression to Lecturer Grade HR030/092](#)

[Policy on Further Study Leading to an Academic Qualification HR041/146](#)

[Allocation of Lecturing Hours to Postgraduate Students HR039/144](#)

[Resignation/Expiry of Contract HR036/098/2](#)

[Dignity at Work HR042/208/1](#)

[Partial Resumption of Duty in Cases of Serious Illness/Major Surgery HR035/127](#)

[Anti-fraud COMM/004](#)

Forms

Documents

6.1 Introduction

HR has responsibility in conjunction with line management for the development, administration, and review of the procedures associated with the recruitment & selection of staff and for the development of staff. The procedures are aligned with and support government policy, HEA Policy, national agreements and comply with legislation.

6.2 Scope

This section outlines in brief the Institute's approach to selection, appointment, appraisal and development of staff. It does not address the full spectrum of HR policies developed and adopted by the Institute.

6.3 Selection, appointment, appraisal and development of staff

6.3.1 Human Resource (HR) Policies and Procedures

HR policies and procedures are available on the Institute's portal. HR policies and procedures are reviewed on a regular basis in line with Institute guidelines and / or as required. All such developments and revisions are communicated to staff.

6.3.2 Procedures for Selection and Appointment

The Institute's Recruitment & Selection procedures comply with the procedures set down by the Minister for Department of Education and Skills under RTC Act 1992 S11 (1)(b), relevant legislation and national agreements. The procedure covers the full process from identification and approval of the post through to appointment by GB. The document is available for those involved in the process and to both internal and external candidates. HR policies and procedures are reviewed on a regular basis in line with Institute guidelines and / or as required. All such developments and revisions are communicated to staff.

6.3.3 Procedure for the Appraisal and Development of Staff

6.3.3.1 Procedure for appraisal of staff

The performance of all newly appointed staff is reviewed after 6 months and 12 months by the relevant manager through a probationary review process. Beyond probation performance is reviewed through the Performance Management and Development System. This system reviews previous performance against objectives, identifies objectives for the coming period and ensures that development needs are identified and a plan drawn up to meet those needs.

6.3.3.2 Procedures for development of staff

The Institute is committed to the personal and professional development of all staff. The Institute will, as far as reasonably possible and within budgetary constraints, support opportunities and activities to ensure staff are equipped with the skills and competencies to enable them to do their job; to prepare them for future opportunities and to offer personal growth and self-fulfilment. The Institute believe this will in turn underpin the strategic priorities for IT Sligo.

The Institute has set aside an annual budget for training and development activities.

All staff of the Institute undergo a PMDS process annually with their line manager, to ensure that the training needs identified are planned for and addressed.

The Institute have a policy of supporting staff in their pursuit of academic qualification and an annual process is in place to approve applications for funding based on strategic aims of the Institute. The Institute also have a procedure in place to provide study leave for staff.

In summary, the approach of the Institute to training and development is both strategic and operational in focus, carried out in an open, constructive and planned manner, in line with the strategic objectives of the Institute.

Further information can be found on the Human Resources web pages at <https://www.itsligo.ie/administration/human-resources/>.