

1. Who should apply?

We welcome applications from all suitably qualified individuals who meet the eligibility criteria for this role. Information on the eligibility criteria are available in Appendix 1 – Eligibility Criteria.

- a. You should pay due attention to the “Professional Experience” section of your application with regard to demonstrating your eligibility. If you do not provide sufficient evidence of your eligibility your application will not be processed further. If you accept a Sponsorship placement you will be required to **submit verification of your service to our contracting department.**
- b. A shortlisting exercise may apply based on the information you provide in your online application. This means that a shortlisting board comprised of Directors/ Assistant Directors of Public Health Nursing will shortlist applicants based on information put forward in the online application. Please note the criteria for shortlisting is based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of the job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.
- c. Appointment to the sponsorship programme will be subject to your verification of service form, satisfactory references, Garda/Security clearance, Occupational Health and other clearance requirements.

For more details on “Non-European Economic Area Applicants” please refer to page 7 of this document. The HSE welcomes applications from suitably qualified non EEA Nationals who have refugee status. We would be grateful if such applicants would provide documentary evidence confirming their status.

2. Who cannot apply?

Applications received from candidates who fall under the below categories will not be processed further in the selection process; this means that you will not be invited to interview.

Persons in receipt of a pension from specified Superannuation Schemes

The HSE has implemented a policy which prohibits the rehire of retired members of HSE staff in all grades. You will not be eligible to compete for posts to be filled in this campaign if you have previously worked for the HSE/former Health Boards and are now in receipt of a pension awarded under the terms of one 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 Public 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 to be employed by the Health Service Executive before applying/competing for posts to be filled through this recruitment campaign.

Abatement of Pension (Section 52 of Public Service Pensions Act 2012)

Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person’s pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension

is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

3. Campaign Time Scales

The closing date for receipt of completed applications is 12 noon on Wednesday 07th February 2024.

Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice.

4. How do I apply for this post?

- You must apply online through PAC (Postgraduate application centre) at the link below:
<https://v2.pac.ie/institute/8>
There is an application fee of €50 paid by credit/debit card or €55 euro if paid by bank transfer/bank draft payable to PAC.
- The National Recruitment Service can only accept applications and relevant uploaded documentation submitted to PAC by the closing date and time of **12 noon on Wednesday 07th February 2024.**
- As we require the same information from all candidates in order to make fair decisions on their applications we will not be able to process applications by CV or any other method. This means that if you apply by any method other than the approved online application you will not proceed to the next stage of the recruitment process.
- This is a competency based online application. In order for your application to be considered, the supplementary section of the online application, i.e. the competency based questions, must be fully completed. If you do not complete all questions, we will be unable to process your application further. You are required to complete each example in no less than 300 words.
- Candidates please note the National Recruitment Service review applications after the closing date. This is due to the high volume of applications. It is important that you ensure you have fully demonstrated your eligibility for the role in your application form. If you omit information in this section pertinent to the eligibility criteria you will be deemed ineligible and subsequently not called forward to interview. This means that if your application is blank or that you have not attached requested relevant supporting documentation, etc. you will not be processed further.
- Please note contact up to offer stage will mainly be made by email and via your PAC account. Therefore it is your responsibility to ensure that you visit your PAC account on a regular basis. Some communications may be sent by SMS and email. It is your responsibility to ensure you have access to your mobile voice mails, text messages and emails. This means that if you choose to use your work mobile phone and work email address you may receive communications that have a time deadline requirement when working away or on leave.
- To ensure that you do not miss out on any email communication it is highly recommended that you check your spam and junk folder on a regular basis
- Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice.

5. How will the selection process be run?

- The purpose of this recruitment and selection process is to fill Sponsorship places on the **2024/2025 Student PHN Sponsorship Postgraduate Programme.** A position on a panel is not a sponsorship offer and does not necessarily mean that you will be offered a place on the postgraduate programme.
- You must complete the relevant application form in full. If you do not complete the application form in full your application may not be submitted to the selection board for consideration and subsequent interview (if applicable).
- A selection board of senior managers will assess your application form against the eligibility criteria to see how your individual experience and skills match the needs of the post. The criteria for the selection exercise are based on the requirements of the post as outlined in the job specification. Therefore it is very important that you think about your experience in light of those requirements.
- There may be a number of stages of selection and short-listing or a ranking exercise may take place. A ranking exercise is an assessment that may be carried out on the basis of information supplied in your application form. The criteria for ranking are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of the job specification. Therefore it is very important that you think about your experience in light of those requirements. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.

- Any applicant who does not meet the eligibility criteria/ is not shortlisted will be informed of that decision and the reason why.
- **Candidates invited to interview will be given more details regarding the interview at a later date.**
- Candidates who are successful at interview will be placed on a panel in order of merit & will be invited to indicate their LHO (Geographical Area) & HEI (College) preferences.
- Posts are offered to the candidate with the highest order of merit, according to their LHO & HEI preference and the availability of places. Full details on how panels operate are available on page 3 and on page 9 of this document.
- We would like to highlight to you that interviews form a part of the selection process. The HSE must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant's past performance and behaviours are appropriate to the post. The HSE determines the merit, appropriateness and relevance of references. The HSE reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances (e.g. past /current employment references, security clearances) cannot be obtained or are unsatisfactory. All previous employers may be contacted for reference purposes. Please note the HSE may retract a job offer if sufficient satisfactory references cannot be obtained in a time frame congruent with service need. The HSE reserves the right to retract a job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.
- Candidates who accept a Sponsorship placement will be required to **submit proof of registration & verification of service to our contracting department.**

Please refer to the link below for further information on:

- What to Expect – when applying for a job in the HSE
- What to Expect – the Recruitment Journey

<https://www.hse.ie/eng/staff/jobs/recruitment-process/>

We recommend that you visit <https://www.hse.ie/eng/staff/jobs/> on regular basis to ensure you are aware of the wide range of HSE career opportunities.

6. Interview Notes

It should be expected that interview board members will take notes during each interview. These notes are created by and for the interview board member for use as an aide memoir to support board discussions. In keeping with process transparency, the relevant interview notes can be provided to a candidate on request. 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.

7. Formation of Panels

What is a panel?

A panel is a list of candidates successful at interview placed in order of merit. Candidates are awarded a mark during the interview process and the candidate who scores the highest mark is placed first on the panel. Sponsorship places will then be offered to the panel in the following order:

- **First criterion** - order of merit on the panel.
- **Second criterion** - sponsorship place available in your chosen geographical area (you will be afforded the opportunity to identify a maximum of 3 geographical areas at a later stage of the selection process).
- **Third criterion** - your choice of HEI. (you will be afforded the opportunity to identify your HEI preferences at a later stage of the selection process). For applicants who do not hold a midwifery qualification, there will be a requirement to undertake maternal & child modules as part of the postgraduate programme. The number of maternal & child module placements is directly related to the availability of a placement in the maternity service aligned to each of the 3 HEI's.
- If you are successful, you will be offered your highest preference placement that is available.
- If none of your preferences are available, you will be placed on the residual panel in order of merit.
- **Please note that the option to defer sponsorship is not available.**

Please note: to maximise your prospect of securing a sponsorship, you should identify more than one geographical area and more than one HEI choice when afforded the opportunity to indicate your preference

N.B Sponsorship placements (if available) in CH02 geographical areas Mayo / Galway will include a placement on the Offshore Islands. This may include clinical placement and/or post grad placement.

Residual panel:

- Candidates on the panel who do not receive a sponsorship offer are placed on a residual panel, in order of merit.
- Candidates who are offered but decline a sponsorship placement are placed on the bottom of the residual panel. They do not retain their original panel placement.
- If a sponsorship placement becomes available, an 'expression of interest' is issued to candidates on the residual panel. The person highest placed on this panel, who expresses an interest, will be offered the sponsorship placement.
- Candidates' original preferences (LHO & HEI) are not considered when offers are issued to the residual panel.
- Occasionally, new sponsorship places may be identified at a later stage in the recruitment process and may be offered to those on the residual panel.

Marking System

Candidates are given marks for skill areas during the interview. These elements are clearly indicated on the Job Specification.

Where candidates score the same marks a further ranking process will apply. A previously agreed skill area of the interview will be chosen to further rank successful candidates e.g. Karen and Mary are both successful at interview. They both score 421 at interview, which would place them at joint number 3 on the panel.

If Professional Knowledge has been the secondary ranking area chosen then the candidate who has scored higher in this area and expressed an interest will receive the first job offer.

Karen scored 69 in the Professional Knowledge element and Mary scored 68. Karen will be number 3 a. on the panel and Mary will be number 3 b. on the panel.

Where candidates have the same mark on the secondary ranking, an additional ranking will be applied and so forth.

Please note in order to be deemed successful for a panel you must be awarded a minimum score of 40 for each 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 above Scoring Guide is provided to illustrate the breakdown of the Scoring Bands used by the Interview Board when scoring a candidate following interview. It is important to note that the description used to identify each of the Scoring Bands is for illustrative purposes only and the wording could vary slightly on your interview marking sheet. For example if you received a score anywhere between 40 – 69 for a competency area, the comment on the interview marking sheet might include the word sufficient / adequate/ satisfactory / reasonable or other variation to describe the evidence presented by the candidate in answer to the question they were asked.

8. Acceptance / Declination of a Recommendation to Proceed

- Candidates who are offered a sponsorship placement, will be notified of their LHO (Geographical Area) & HEI (College) place via email and through their PAC account.
- It is your responsibility to ensure you have access to your PAC account, mobile voice mails, text messages and emails.
- Should you be offered a sponsorship you will be offered only one Higher Education Institute (HEI) place and one Geographical (LHO) Area. **If you decline this offer you will be moved to the end of the residual panel. You will no longer retain your original panel placement.**
- You will have **48 hours** in which to accept a sponsorship offer. Should there be subsequent rounds of offers the timeframes for accepting sponsorship offers may be shorter and will be clearly indicated at offer stage.

- **Please note that the option to defer sponsorship is not available.**
- Please see page 9 for a full outline of the panel management rules.

IMPORTANT: It is the successful candidates' responsibility to ensure that all relevant immunisations are up to date **prior** to the commencement of the programme. Individual HEIs will advise on specific requirements on acceptance of the programme place. Please note that clinical placements may be delayed significantly if immunisations are not current.

9. What happens at the end of my sponsorship?

What happens at the end of my sponsorship?

The HSE will offer permanent employment on qualification to nurses who successfully complete the Public Health Nursing course. Successful candidates must commit to an 18 month, full-time-or pro-rata/part time capacity, initial assignment in their sponsoring Geographical Area. Please note the initial assignment as a full time or part time pro rata capacity Public Health Nurse will be undertaken in the sponsoring Geographical Area. Please note any application for pro rata or reduced hours is in line with the normal Line Management approval process based on service requirements.

If the sponsored candidate ceases employment or does not complete the programme, he/she will be required to repay both the tuition fee and the portion of the salary received during the theory element of the programme. Such repayments shall be made to the HSE. Please see HSE HR Circular 08/2015.

In exceptional circumstances all the above repayments may be waived, reduced or deferred at the discretion of the HSE.

A student public health nurse, failing to obtain the Public Health Nursing qualification on completion of the course may, at the discretion of the Health Service Executive, be retained on probation to afford him/her one further opportunity of securing the qualification at repeat examination but in any event no later than the end of the following academic year. During this repeat period the student will be remunerated as a Student Public Health Nurse. No funding will be provided for repeat tuition or examination fees; such costs must be borne by the student concerned.

In the event of failure to secure the qualification, assignment as a Public Health Nurse will not be ratified.

A public health service employee who is sponsored in accordance with the terms of the circular (HSE HR Circular 008/2015) will retain the permanent status of their existing substantive post for the duration of the training programme. On successful completion of the course, any entitlement to return to their previous substantive post within the public health service shall cease.

10. Security Clearance

When a panel member accepts a post they will need to apply for a vetting disclosure from the National Vetting Bureau if their role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). This process will be initiated by the National Recruitment Service for the confirmed successful candidate recommended for any post engaged in relevant work.

All appointments will require satisfactory security clearances. If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc.) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now. Please see **Page 8** for more information on international clearances.

Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

11. Appeal Procedures

Appointments in the HSE are made under a recruitment license and are subject to the Code of Practice established by the Commission for Public Service Appointments (CPSA). Full details in relation to the Code of Practice and review and complaints procedures are available on the CPSA Website (www.cpsa.ie).

Section 7

If a candidate is unhappy with a decision made at any stage while a selection process is ongoing, or believes that it was made on incorrect information or that documented procedure was not followed, they can request a review under Section 7 of the Code. The decision may be reversed if it is found to have been incorrect, to have been based on incorrect information or as a result of documented procedure not being followed.

OR

Section 8

If a candidate believes there has been a breach of the Code of Practice and the selection process followed was, in itself, unfair they can make a complaint under Section 8 of the Code.

A candidate can submit a request for a review of a decision under Section 7 of the Code or a complaint about the process under Section 8 of the Code **but not both**.

How to submit a request for a review or complaint

In order for the National Recruitment Service to deal with your request you will need to do the following before submitting a request:

1. Identify which procedure is appropriate to your particular circumstance (Section 7 or Section 8)
2. Advise if you wish to avail of an informal or formal review.
3. Clearly outline how the selection process was unfair or has been applied unfairly to you. Requests for a review or submission of a complaint without providing any facts or grounds to support the request will result in the NRS being unable to examine the matter.

It is recommended that candidates should pursue an informal review/complaint in the first instance. However should a candidate not wish to engage in the informal review/complaint process, they can proceed directly to the formal process.

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

Informal Review/Complaint

Request must be submitted by email to Vanessa Sweeney, Campaign Lead at Vanessa.sweeney@hse.ie within **5 working days** of receipt of a decision.

Formal Review/Complaint

Request must be submitted by email to Michelle Nolan, Formal Appeals Officer recruitmentappeals@hse.ie within **5 working days** of receipt of a decision.

12. HSE Privacy Policy

The National Recruitment Service is committed to protecting your privacy and takes the security of your information very seriously. The National Recruitment Service aims to be clear and transparent about the information we collect about you and how we use that information. More information on the HSE NRS Candidate Privacy Policy, is available at [HSE NRS Candidate Privacy Statement](#)

13. How National Recruitment Services will contact you

Please note that the National Recruitment Service will contact you by methods such as email, phone, SMS, or by post therefore it is most important that all your contact detail are included on your application form.

It is your responsibility to ensure you have access to your emails. If you choose to use your work email addresses you may receive communications that have a time deadline requirement while you may be working away or on leave. We recommend you use a personal email address to which you have regular access.

To reduce the possibility of emails from the NRS team being directed to spam we recommend that you add the HSE Domain to your WHITELIST or safe senders list in your email domain. Due to the number of domain providers we are unable to provide a single instruction on this so we recommend that you research this for your particular domain.

14. How to contact the National Recruitment Service

Queries for the National Recruitment Service can be sent via email to recruitment.phnsponsorship@hse.ie. You can also contact our help desk by email at asknrs@hse.ie or by phone on 0818 473677 (dial +35341 6859506 for calls from outside Ireland).

For queries specifically relating to the role please contact the named person on the Informal Enquiries section on the Job Specification

15. Support modules for candidates engaging in the HSE Recruitment process

Three support modules, for candidates engaging in the HSE recruitment process, are now available on the HSE Website. You can access the modules by using the following link
<https://www.hse.ie/eng/staff/jobs/recruitment-process/>

The eLearning modules are also available on HSELand. They can be accessed by entering '*Getting a Job in the HSE*' in the search function.

(i) Are you an EEA/Swiss or British National?

Applicants who are EEA nationals, Swiss nationals or British nationals do not require work permits / visas

EEA nationals 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, United Kingdom, Republic of Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Switzerland, Bulgaria and Romania.

(ii) NON-EUROPEAN ECONOMIC AREA APPLICANTS WHO RESIDE WITHIN THE STATE

In order that we can process your application it will be necessary for you to submit the following scanned documentation:

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 showing you have permission to be in this State.

and

A scanned copy of your current Certificate of Registration which is also known as an Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 1G, Stamp 4, Stamp 4EUfam, Stamp 5, Stamp 6.

or

** A scanned copy of your current Certificate of Registration which is also known as an Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 1.*

OR

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 showing you have permission to be in this State

and

A scanned copy of your current Certificate of Registration which is also known as an Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 3 and scanned copies of the following (mandatory)

and

Marriage/Civil Partnership Certificate

And

Spouse's passport showing their identification and current immigration stamp **and** a copy of their Critical Skills Employment Permit (CSEP).

or

** Spouse's passport showing their identification and current immigration stamp **and** their current Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 1, 1G, 4, 5 or 6*.*

or

** If your spouse holds a Stamp 2 for the purposes of **PhD study**, please include a copy of their passport showing their identification and current immigration stamp **and** their current Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 2 **and** documentary evidence from the relevant educational institution showing that they are a **PhD student***

** Candidates successful at interview and who are not in possession of an employment permit will remain dormant on the panel until Labour Market Testing has been completed. Please note that you cannot start a job or enter employment until the HSE has obtained an employment permit for you.*

Applications that are not accompanied by the above documents where necessary will be considered incomplete and will not be processed any further.

This means that your application will not be submitted for the ranking exercise and subsequent invitation to interview. For more details on EEA countries please see visit the Department of Business, Enterprise and Innovation website <https://dbei.gov.ie/en/>

Please note:

The HSE welcomes applications from suitably qualified Non-EEA Nationals that have refugee status. At the time of application you will need to submit documentary evidence which confirms your refugee status

Garda Vetting & International Clearances

When a panel member accepts a post they will need to apply for a vetting disclosure from the National Vetting Bureau if their role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). This process will be initiated by the National Recruitment Service for the confirmed successful candidate recommended for any post engaged in relevant work.

If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland it will be mandatory to provide security clearance for each jurisdiction in which you have resided stating that you have no convictions recorded against you while residing there. All appointments will require satisfactory security clearances. Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK excluding Northern Ireland, USA etc.) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now.

Note: Candidates who studied outside of the Republic of Ireland or Northern Ireland e.g. in the UK (excluding Northern Ireland), please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated **after** you left the UK.

The following websites may be of assistance to you in this regard:

United Kingdom

https://www.acro.police.uk/police_certificates.aspx

<http://www.police.uk/forces/> website 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.

<https://www.gov.uk/browse/working/finding-job> (This website 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

www.afp.gov.au This website will provide you with information on obtaining a national police clearance certificate for Australia

New Zealand

www.police.govt.nz This website 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**, <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks>

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 other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

Candidates please 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 timeline within which to produce the required documentation; otherwise the job offer will be withdrawn. These timelines 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: Any costs incurred in this process will be borne by the candidate.

Panel Management Rules

Here we outline how individual posts are notified to candidates who are successful at interview and are placed on the recruitment panel in order of merit. The time lines and panel management rules for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel.

Frequently used terms:

Expression of Interest: An expression of interest simply means that you indicate that you would be interested in this job should it be offered to you.

Recommendation to Proceed: A recommendation to proceed simply means that you are the candidate who expressed an interest in a post and is highest in order of merit and will be invited to proceed to the next stage of the recruitment process (pre-employment clearances) i.e. reference checking, occupational health and Garda vetting etc.

Order of Merit: The order of merit is initially decided by your score achieved at assessment/ interview i.e. candidates are listed in order determined by their score, the highest score achieved is no.1 on the panel, the second highest score is no.2 etc.

Expression of Interest

- An "Expression of Interest" is an invitation offering you the opportunity to express your interest in a post. It should not be considered a sponsorship offer. This will outline the details of the position in terms of location, tenure, job title, description of the post / service as well as contact details for the Service Manager to discuss the service / department. We strongly recommend that you do so. You will be made aware by an "alert" text to your mobile phone to advise you that an expression of interest has issued.
- "Expression of Interest" invitations have a deadline and once the deadline has passed, no further expressions of interest will be accepted. The deadline will be outlined to you in the email
- Expression of Interest responses will only be accepted in the format that is outlined in the "Expression of Interest" invitation
- HSE National Recruitment Services may issue "Expression of Interest" invitations to more than one candidate on a panel at a time
- Following "Expression of Interest" responses and deadline, the candidate who expressed interest in the post **and** is highest in order of merit will be given a "Recommendation to Proceed invitation" to progress to the next stage of the recruitment process (pre-employment clearances)
- If you respond to an "Expression of Interest" invitation with "Interested" and you are not the highest in order of merit on the "Expressed Interest list" your position on the panel will remain unchanged
- If you respond to an "Expression of Interest" invitation with "not Interested" your position on the panel will remain unchanged
- If you do not respond to an "Expression of Interest" invitation we will assume that you do not wish to express an interest in the position and your position on the panel will remain unchanged
- If the person who is highest in order of merit on the "Expressed Interest list" progresses to Recruitment clearances and subsequently withdraws we may revert to the next highest person in order of merit on the "Expressed Interest list" or depending on the time that has lapsed we may issue a new "Expression of Interest"

Recommendation to Proceed

"Recommendation to Proceed" invitation offers you the opportunity to progress to the next stage of the recruitment process i.e. pre-employment clearances". It should not be considered a job offer. This will outline the details of role in terms of location, tenure, job title, Hiring Manager etc. You will be made aware by an "alert" text to your mobile phone to advise you that a 'recommendation to proceed' has issued.

It is important that you read these advisory notes before you commit to accepting the Recommendation to Proceed invitation" to progress to recruitment clearances as your decision may have an impact on your status on the panel.

If you advise the National Recruitment Service that you wish to proceed to the next stage of the Recruitment Process i.e. pre-employment clearances, the following rules apply:

- You will no longer be eligible for any further expressions of interest and will be removed from the panel
- and you later decline during the pre-employment clearance stage you will remain removed from the panel

Please note the following important information:

- “Recommendation to Proceed” responses will only be accepted in the format that is outlined in the “Recommendation to Proceed” invitation.
- “Recommendation to Proceed” invitations have a deadline and once the deadline has passed, no further responses will be accepted. The deadline will be outlined to you in the email.
- No contractual obligation is formed by through the “Recommendation to Proceed invitation” therefore we strongly advise that you do not hand in your notice at this time.
- HSE Recruitment posts are subject to budgetary approval, satisfactory references, appropriate registration, security and medical clearances which will be sought as required.
- The HSE reserves the right to withdraw a recommendation to proceed if not satisfied with all aspects in this regard.
- The HSE determines the merit, appropriateness and relevance of references.
- A contract of employment is only valid when received in writing and signed by both parties (i.e. candidate and HSE).
- **Please note that the option to defer sponsorship is not available.**