

# Recruitment & Selection Policy



**Effective Date of this Policy is: September 2023**  
**Policy Review Date is: September 2025 (subject to changes in legislation)**  
**Queries to: Employee Relations; Diversity & Inclusion.**

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# 1. Introduction

- 1.1** At An Post we appreciate the value that diversity brings and believe our workforce should be reflective of the wider communities we serve. This policy outlines An Post's commitment to fairness, equality, diversity, and inclusion in the recruitment and selection of people to An Post.

# 2. Purpose

- 2.1** An Post is committed to attracting, recruiting, developing, and retaining diverse talent to support the achievement of our business objectives. We are committed to implementing best practice recruitment and selection that is open and transparent and free from inherent or potential bias.
- 2.2** The policy ensures our recruitment and selection process is carried out in accordance with current legislation, and in an inclusive manner, putting the candidate and the hiring manager experience at the centre of considerations.
- 2.3** We aim to ensure that no job applicant will be discriminated against at any stage of the recruitment process on any of the 9 grounds; age, civil status, disability, gender, family status, race, religion, sexual orientation or membership of the Travelling community, in accordance with the Employment Equality Acts 1998-2015.
- 2.4** This policy includes the equal treatment of existing employees who are being considered for promotion or other internal vacancies.

# 3. Scope

- 3.1** This policy applies to the recruitment and selection process for all An Post appointments (both internal & external).
- 3.2** It is expected that all recruitment and selection is conducted in compliance with the Employment Equality Acts 1998-2015, the An Post policies; Equality, Diversity & Inclusion (EDI), Disability Inclusion, and Reasonable Accommodation.

## 4. Responsibilities

### 4.1 All Staff

- 4.1.1 Adherence to this policy.
- 4.1.2 Welcome and support new joiners.

### 4.2 HR Recruitment Teams

HR recruitment teams are responsible for the consistent application of this policy and to;

- 4.2.1 Ensure that recruitment and selection procedures reflect best practice and are aligned with current and future employment legislation.
- 4.2.2 Monitor and evaluate procedures to ensure fairness and equality are applied in practice.
- 4.2.3 Work in partnership with hiring managers to maintain standards of quality, including relevant training on the recruitment process.
- 4.2.4 Consult with the An Post Group of Trade Unions in relation to any policy changes with final approval of the Chief People Officer (CPO).
- 4.2.5 Keep candidate experience at the forefront of the recruitment process, striving for a positive candidate experience, whether or not the candidate is successful.
- 4.2.6 Educate and reiterate to hiring managers the importance of positive candidate experience, and the importance of moving through the process in a timely manner.
- 4.2.7 Act as liaison between the organisation management, candidates and recruitment agencies, when applicable.
- 4.2.8 Review job descriptions to ensure that, in so far as possible; any language bias is removed, they contain only inclusive language and An Post's inclusion statement, and that candidates have the opportunity to advise on any accommodations or accessibility provisions required to participate in the selection processes.
- 4.2.9 Ensure interview process is conducted fairly.
- 4.2.10 Provide honest and constructive feedback to unsuccessful candidates at all stages of the recruitment process on request, at the end of the selection process.

### 4.3 Hiring Managers and Interview panel members

Hiring managers and interview panel members have the responsibility to:

- 4.3.1 Be familiar with and follow the guidelines in this policy.
- 4.3.2 Read and familiarize themselves with the Interviewer's Guide to Interview.

## 5. Job Description

- 5.1** Job descriptions include the range of responsibilities associated with a role, as well as specifications in terms of ideal education, experience, knowledge and skills required for the role. In considering experience required, due consideration will be given to relevant life experience. This will ensure candidates are objectively assessed prior to shortlisting for roles.
- 5.2** Unnecessary criteria that could be interpreted as discriminatory in relation to the grounds of gender, civil status, family status, age, disability, race, sexual orientation, religious belief, or membership of the Travelling community will not be included in job descriptions.
- 5.3** Reasonable accommodations will be made at all stages of the recruitment process to facilitate a disabled candidate participating fully in the processes, and in order for a successful disabled candidate to undertake the post. Training on reasonable accommodations will be offered to all managers.

## 6. Advertising

- 6.1** Vacancies are open to all suitably qualified candidates, subject to their satisfying the necessary educational qualifications, skills, and ideal experience criteria relevant to each individual post, as detailed in the job description.
- 6.2** To ensure the recruitment process is completed as efficiently as possible, the closing date for applications to be received is stated in all advertisements.
- 6.3** To ensure a diverse candidate pool, vacancies will be advertised on a variety of platforms, including those that reach underrepresented groups.
- 6.4** An Post advertisements contain a positive inclusivity statement of our commitment to a culture of fairness and equality, to developing a diverse workforce, and an expectation that candidates will be a fit with the An Post values and behaviours.  
A statement that reasonable accommodations will be made for disabled candidates is also included.
- 6.5** There will be the opportunity for disabled candidates who cannot apply online to make contact by telephone / email in order to receive information.

## 7. Shortlisting

- 7.1** Shortlisting will result in a list of the candidates whose applications most closely match the criteria detailed in the job description. It is the responsibility of either the recruiter and/or the hiring manager to ensure candidates are measured against the requirements outlined in the job description. No other criteria can be used.
- 7.2** A candidate who does not at least satisfy the minimum criteria will not be shortlisted and will be notified they are not being brought forward to the selection process.

## 8. Selection

- 8.1** Assessment should be objective and fair. In general, the selection methods used by An Post may include any or all of the following:
- 8.1.1 Screening of application form/CV (including electronic screening)
  - 8.1.2 Interview (initial and further, as required)
  - 8.1.3 Formal presentation (for specific appointments)
  - 8.1.4 Group interview
  - 8.1.5 Psychometric assessment
  - 8.1.6 Other relevant assessment tests
- 8.2** Candidates may be required to undergo psychometric testing or other testing to assist the selection process. In such circumstances candidates will be notified in advance. All shortlisted candidates will have at least one interview in person or virtually.
- 8.3** Any unsuccessful candidate will be informed by the recruitment team that they have been unsuccessful or advised if they do not receive communication by a certain time, that their application has been unsuccessful. They can request feedback in relation to their application/interview.

## 9. Reference and Checks

- 9.1** An offer of appointment to a role may be subject to satisfactory references. All candidates recommended for appointment will be required to disclose criminal convictions and may be required to undergo Garda vetting. An offer of employment will not be made until An Post is satisfied that its Garda vetting procedures have been completed.
- 9.2** All offers remain conditional until checks have been made (these may include medical checks for specific roles) and all documentation has been received and is satisfactory.

## 10. Career Development Framework

- 10.1** An Post are committed to supporting every employee to reach their full potential by investing in their development and supporting them to develop in their career. Career development is the ongoing focus on enhancing skills to improve readiness for the next career step, which leads to job satisfaction and career success.
- 10.2** An Post have developed a four-step Career Development Framework to help employees to reflect on their current role. Employees can request information on the Career Development Framework by emailing [learning@anpost.ie](mailto:learning@anpost.ie)



## 11. Data Protection

- 11.1** All applications will be treated confidentially in accordance with Data Protection legislation. All personal information provided by candidates will be treated as confidential and will only be considered by those employees with a legitimate interest in the appointment i.e. hiring manager, recruitment team, interview panel member.

## 12. Review

- 12.1** This policy will be monitored and reviewed on a regular basis to reflect changes to best practice and legislation, and in any event will be reviewed every two years.
- 12.2** The An Post Recruitment & Selection Policy has been developed following consultation with the An Post Group of Trade Unions and was recorded as agreed at the An Post Joint Conciliation Council. Any amendments will lead to a consultation made through that forum.



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