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**HBS Recruit**

**Health Business Services**

**Aras Sláinte Chluainin**

**Manorhamilton**

**Co. Leitrim**

**Additional Campaign Information**

**HBS07380 Assistant Psychologist**

**National Supplementary Recruitment Campaign**

Dear Candidate,

Thank you for your interest in this role. This is some additional important information regarding this campaign. We highly recommend that you read this document before applying for this campaign.

It is our intention to form a panel as a result of this recruitment campaign as outlined in the Job Specification.

The purpose of the role of Assistant Psychologist is to support professionally qualified Psychologists in enhancing service provision and research capacity. Job opportunities will primarily occur within the Primary Care Services based across the Community Health Organisations of the HSE nationwide. Assistant Psychologists are part of the Psychology Service teams, and may also become team members of wider multidisciplinary based teams offering health care services to the public.

This document outlines how the recruitment process will be run and important dates. This document also outlines what we require from you and in what format we require it. This is to ensure we have the same information from all candidates and that candidates are treated in the same manner.

1. **Who should apply?**

We welcome applications from all suitably qualified individuals who meet the eligibility criteria for this role. There are criteria that apply to applicants being deemed eligible or ineligible. Information on the eligibility criteria is available in the Job Specification.

For more details:

* On the qualifications and eligibility criteria please see Appendix 1.
* For information on “Non-European Economic Area Applicants” please see Appendix 2. The HSE welcomes applications from suitably qualified non EEA Nationals who have refugee status.
1. **Who should not 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.

* Existing panel members of the national Assistant Psychologist panel. Candidates on the existing panel will have received a communication regarding this new campaign. The existing panel takes precedence over the new supplementary panel formed through this campaign. This means that all remaining candidates on the existing national panel have a higher order of merit than the new supplementary panel.
* Current Assistant Psychologist job holders in the HSE who were recruited from the national Assistant Psychologist panel. Under this pilot programme an Assistant Psychologist cannot be employed in a post of Assistant Psychologist in the HSE for more than 24 months.
* Please note we cannot accept applications from applicants who are in receipt of pensions from particular superannuation schemes. Please see “Appendix 4” for more information on this.
1. **How do I apply for this post?**
* You must use the Application Form particular to this post; download it as a word document from www.hse.ie/eng/staff/jobs/ and type in your details and email your completed application and required supporting documentation to: *applysupport@hse.ie*

Alternatively return your completed application form and required supporting documentation by post to: Yvonne O’Rourke, HBS Recruit, Health Business Services, Aras Sláinte Chluainin, Manorhamilton, Co. Leitrim.

* HBS Recruit can only accept complete applications and the required supporting documentation received by the closing date and time ofFriday 25 January 2019 at 12noon.
* You must submit a copy of your qualification(s) or final year exam results in line with the eligibility criteria category you are applying under, along with your completed application form on/prior to the closing date and time for this campaign.Failure to provide the required supporting documentation along with your application form by the closing date and time for this campaign, will result in you not being considered any further in this recruitment process.
* It is best to download the job specification and additional campaign information now for future reference as after the closing date for this campaign they will be no longer available on the HSE website.
* You must submit a fully completed Application Form particular to this post and the required supporting documentation prior to the closing time on the closing date.
* There is no need to sign e-mailed applications; we will request candidates to sign their application form at interview.
* 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.
* E-mail applications will receive an automated response within one working day during business hours, which will let you know that we have received your e-mail.
* We check the eligibility of applicants after the closing date and time for receipt of applications, therefore it is important that you ensure you have fully demonstrated your eligibility for the role in your application form and have provided the required supporting documentation along with your completed application form.
* If your application is blank, you have sent the wrong version of your application form, missing competency questions, have no internet access etc., or you have not provided the required relevant supporting documentation, etc you will not be processed further.
* Applications must be submitted as a Microsoft Word or PDF document format only. Applications stored on personal online storage sites, e.g. Onedrive, Cloud, Dropbox, Google Drive etc will not be accepted, applications submitted in other file formats e.g. Google Docs will not be accepted. Please pay particular attention to ensure that your application is attached as an attachment (not a link to an on line storage site e.g. Google Drive) when emailing your application.
* If you submit more than one application the last one received prior to the closing date and time is the version that will be considered.

**Important Notes:**

* You must fully and clearly complete the qualifications and eligibility criteria section of the Application Form in line with the instructions. Please note that if you omit information in this section pertinent to the eligibility criteria you may be deemed ineligible and subsequently not called forward to interview. (Full details of eligibility criteria are contained in “Appendix 1” of this document.)
* You must submit a copy of your qualification(s) or final year exam results in line with the category you are applying under along with your completed application form.
* This is a competency based application form. In order to consider your application, this section of the form must be fully completed. If you do not complete all questions, we will be unable to process your application. This means if you do not answer all of your competency questions in full your application will not be submitted for the eligibility sift and subsequent invitation to interview.

Please note that HBS Recruit will mainly contact you by email. Some communications are sent by post (e.g. invitations to interview, selection process results) therefore it is most important that your email address is included on your application form as well as your postal address. 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.

We will send you an e-mail to alert you when we have posted you a communication.

1. **What do I need to consider at application stage?**

**Geographic Area:**

It is the intention of HBS Recruit to form panels in order of merit and that geographic area will not play a part in panel formation. However, should there be an overwhelming volume of eligible applicants we may be required to call applicants forward to the next stage of the process by geographic area choice. This means that panels would be formed in order of merit and geographic area. You should make your choice based on where you would most like to work.

Please indicate your geographic area choice on your application form. You may choose a single geographical area from the choices listed. Please note we cannot accept changes to geographic choice after the closing date and time for the receipt of applications

1. **Will I get a post through this campaign?**

There are on-going vacancies for Assistant Psychologist grade across the HSE. The HSE is running this recruitment and selection process to supplement the existing panel in order to fill current and anticipated vacancies during the lifetime of the panel. By participating in this process you are ensuring that you will be included for access to these and future opportunities that may occur.

A position on a panel is not a job offer and does not necessarily mean that you will be offered a post.

A ranking exercise or short listing may take place based on application forms. Depending on the outcome of the selection process (ranking exercise and interview) you may be placed on the panel in order of merit, from which specified purpose job offers will be made.

1. **Where are the posts located?**

It is our intention to fill specified purpose Assistant Psychologist vacancies throughout the HSE through this campaign.

We anticipate that from when the panel goes live (during April 2019), posts in HSE sites / services will be filled from the panel formed through this campaign; posts will be offered on an order of merit basis. Full details on specific jobs, i.e. tenure, location, service details are provided to panel members at expression of interest stage. Details on how panels, expressions of interest and job offers operate are provided in point 8 below and Appendix 5.

1. **What is the selection process?**
* Applicants must be suitably qualified as outlined in “Appendix 1”. Applicants should pay due attention to completing the eligibility section of their application form with regard to demonstrating their eligibility.
* You must complete the relevant application form in full. If you do not complete the application form in full and you do not provide the required supporting documentation, your application will not be submitted to the selection board for consideration and subsequent interview (if applicable).
* Competency-based interviews may be held on a phased basis, inviting candidates 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.
* The post is offered to candidates with the highest score on the panel that express an interest.
* If a candidate declines the post we will offer it to the next highest scoring candidate that expressed an interest etc.
* A selection board of senior managers/appropriately qualified experts will assess your application form against the eligibility criteria to see how your individual academic qualifications, 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. 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.
* Where a ranking exercise applies it will be based on the information applicants provide on their application form.
* 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.
* 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.
1. **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. Subsequent vacancies are then expressed to the panel in order of merit. If the number one successful candidate, that expressed an interest on the panel refuses the job offer, it is then offered to the second candidate who expressed interest on the panel. Once a panel is formed, it remains in existence for 1 year and may be extended.

**Panels**

A national panel will be formed based on the recruitment of candidates with relevant qualifications and experience and this panel.

**Marking System**

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

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 area being assessed.

**Future panels**

Please note that candidates successful at interview and placed on the panel formed through this campaign may not be considered as applicants for any supplementary campaigns to add to this panel.

Please note the HSE reserves the right to contact all available successful candidates in the event that panels are exhausted. The HSE reserves the right to extend the life of the panel to fill specified purpose vacancies that may arise. The HSE may modify panel management rules in line with service need during the life time of the panel and will notify all remaining candidates of any changes.

1. **Acceptance / Refusal of a Job Offer**

The time lines and panel management rules (i.e. how posts are offered) 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. Please see Appendix 5 for a full outline of the panel management rules.

1. **Campaign Time Scales**

The closing date for receipt of completed applications is: **Friday 25 January 2019** **at 12 noon.**

It is anticipated that interviews will take place during week commencing Monday 25 March 2019 centrally in Galway. Therefore we advise that you note this date period in your diary now.

It is unlikely that an alternative interview date and time can be offered. It is our intention to post out the invitations to interview to the postal address on your application form. You will receive a text and email to let you know invitations have been posted. Applicants generally have two weeks written notice of their interview date and time.

Please read “Appendix 6” for full details and instructions on how to request a SKYPE interview.

Where you are invited to attend for interview, you must provide recent photographic identification upon your arrival at interview, i.e. Driver’s Licence, Passport or Student/HSE Work ID. This identification will be checked and returned to you immediately on the day.

1. **Interview Locations**

It is anticipated that interviews will take place centrally in Galway.

Interviews will be held on the dates specified by HBS Recruit, no subsequent or alternative interview dates will be offered to candidates.

If you are invited to interview, your invitation will contain all the details you will need, times, location, directions etc.

Where you are invited to attend for interview, you must provide recent photographic identification upon your arrival at interview, i.e. Driver’s Licence, Passport or Student/HSE Work ID. This identification will be checked and returned to you immediately on the day.

Please read “Appendix 6” for full details and instructions on how to request a SKYPE interview.

1. **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 HBS Recruit 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 Appendix 3 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.

13. **Appeal Procedures**

Appointments in the HSE are made under a recruitment license and are subject to Code of Practice established by the Commission for Public Service Appointments (CPSA). The Code of Practice provides that candidates may make a request for review (see section 7 of the Code) OR make a complaint (see Section 8 of the Code) of any part of the appointment process that they feel is unfair or has been applied unfairly to them. These two forms of review procedure are mutually exclusive. Before submitting a request for review candidates should determine which procedure is appropriate to

their particular circumstances.

The procedures allow for matters to be resolved on an informal basis and candidates are advised to avail of the informal process before making use of the formal review procedure. Candidates should in the first instance make an informal appeal to Yvonne O’Rourke, Campaign Lead (Yvonne.orourke1@hse.ie). Please note that informal appeals prior to interview must be submitted within 2 working days of receipt of a decision. Informal appeals after interview must be submitted within 5 working days of notification of a decision.

**We encourage you to visit** [**www.cpsa.ie**](http://www.cpsa.ie) **for further information on the code of practice and informal and formal review procedures.**

14**. HSE Privacy Policy**

HBS Recruit is committed to protecting your privacy and takes the security of your information very seriously. HBS Recruit aims 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>

**Appendix 1**

**Candidates must have at the latest date of application:**

1. **Professional Qualifications, Experience, etc**

(A) (i) Have a Psychological Society of Ireland (PSI) accredited qualification at not less than a Level 8 at 2.1 honours grade on the QQI qualifications framework in which psychology was a major subject, see:

https://www.psychologicalsociety.ie/accreditation/PSI-Accredited-Undergraduate-Courses-3

**OR**

(ii) A Level 8 honours degree in another subject (2.1 or higher) together with an accredited conversion qualification at a minimum of (2.1) as conferring eligibility for graduate membership of the Psychological Society of Ireland, see;

https://www.psychologicalsociety.ie/accreditation/PSI-Accredited-Undergraduate-Courses-3

**OR**

(iii) A qualification equivalent to the above accredited by the British Psychological Society for graduate membership of the British Psychological Society, see;

<http://beta.bps.org.uk/public/become-psychologist/accredited-courses?type=UG>

**OR**

(iv) A qualification equivalent to either (i) or (ii) which would allow the applicant to become a graduate member of the PSI.

**AND**

(B) Candidates must possess the requisite knowledge and ability, including a high standard of suitability and administrative ability, for the proper discharge of the duties of the office.

1. **Age**

Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.

1. **Health**

Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

1. **Character**

Candidates for and any person holding the office must be of good character.

**Appendix 2**

(i) **EEA Nationals**

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, 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 (GNIB card) showing Stamp 1, Stamp 4/ 4EUfam, Stamp 5

**Or**

A scanned copy of your current Certificate of Registration (GNIB card) showing Stamp 3 and scanned copies of the following:

* Marriage/Civil Partnership Certificate

And

* Spouse’s passport showing their identification and current immigration stamp **and** their current GNIB card showing Stamp 1, 4 or 5

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 GNIB card showing Stamp 2 **and** documentary evidence from the relevant educational institution showing that they are a **PhD** student.

***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. We would be grateful if such applicants would provide documentary evidence confirming their status.

**Appendix 3**

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 HBS Recruit 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, 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 Ireland e.g. in the UK, 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](http://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](http://www.police.govt.nz) This website will provide you with information on obtaining police clearance in New Zealand.

**United States of America**

Please note thatvalid Security/Overseas Clearance from the USAmust 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.**

**Appendix 4**

**Candidates 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**

Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension 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 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.

**Appendix 5**

**Panel Management Rules**

In this appendix 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 for Post**: 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.

**Specified Purpose Whole Time or Part Time**

You will have 48 hours\* in which to express an interest in a specified purpose post. You will be made aware by an “alert” text to your mobile phone to advise you of an e-mailed letter regarding the details of the post and the time by which you may express an interest in the job. You will also receive a description of the post / service and contact details for the Service Manager to discuss the service / department if you wish to do so.

HBS Recruit may notify more than one candidate, in order of merit that a specified purpose post has arisen. This notification invites an expression of interest in a post and should not be considered an offer. The candidate who expresses an interest in the post and is highest in order of merit will then be invited to proceed to the next stage of the recruitment process i.e. pre-employment clearances. Candidates who do not express an interest or who reject a post when formally invited to proceed to pre-employment clearances **will not** be moved on the panel and their ranking on the panel will not change. If a candidate is not interested in a post they do not need to take any action and can ignore the job notification text and email. It is most important for candidates not to express interest in posts that there is little chance they would accept if offered as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

**Candidates who proceed to pre-employment clearances for a specified purpose post will no longer be eligible for any further expressions of interest and will be removed from the panel**

* **Candidates who do not take up or express an interest in vacancies will not forfeit their ranking on the panel.**
* **Candidates who formally proceed to pre-employment clearances for a post and then subsequently decline the post will be removed from the panel.**
* **Candidates who formally proceed to pre-employment clearances for a post will no longer be eligible for any further expressions of interest / job offers, and will be removed from the panel on their appointment.**

Please note that candidates successful at interview and placed on the panel formed through this campaign will not be considered as applicants for any supplementary campaigns to add to this panel. This applies if you are active on the panel.

\* The time span and deadline for expressing interest will be clearly indicated on your text alert and in the expression of interest email. **We strongly advise candidates to pay due attention to expiry times.**

**Interviews form a part of the selection process. 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.**

**Note on References: 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. Please note the HSE may retract a post 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.**

**Appendix 6**

**Request for a SKYPE Interview**

HBS Recruit endeavours to accommodate eligible applicants with a SKYPE interview who would otherwise have to undergo an inordinately long journey as well as prohibitive costs to attend an interview in person.

This is a limited resource, to ensure those applicants with the greatest need (inordinately long journey and prohibitive costs) are prioritised within these limited resources, we are required to ask applicants who have requested a SKYPE interview to provide evidence as to why they require an interview in this format.

Evidence = a scanned copy/photograph of any of the following: overseas residence permit or utility bill in your name / proof of current overseas employment. Whichever you wish to submit must show your name, your overseas address and must be from a recent date (within 2 months of the closing date).

Applicants requesting a SKYPE interview must detail their request on their application form and submit the following documentation with their application form:

1. Evidence of residence (a scanned copy / photograph as outlined above)
2. Your SKYPE ID
3. A copy of your current passport (photographic page)

The above documentation must be provided no later than the closing date and time for the submission of completed application forms.

Regrettably we cannot facilitate applicants with a SKYPE interview who do not provide the documentation as outlined above.

**Information for applicants undertaking a SKYPE interview**

* Applicants invited to interview through SKYPE will be informed that they will be interviewed through this medium.
* HBS Recruit will then issue applicants with a contact request through SKYPE. It is the applicant’s responsibility to ensure that they accept this contact request.
* An email will be issued to you once we have sent you a SKYPE contact request. At this point you will be advised to check your SKYPE account and accept the contact request.
* If you do not receive this contact request, it is your responsibility to notify HBS Recruit by email to applysupport@hse.ie quoting the Campaign Reference Number.
* Depending on your individual SKYPE account settings, we may be required to undertake a SKYPE test call in order to ensure that contact details are correct and that HBS xx SKYPE account can contact your SKYPE ID.
* Please note SKYPE test calls and interview times will be conducted during working hours (GMT Ireland)
* A further communication with detailed instructions on conducting your SKYPE interview will be issued to applicants in advance of their interview.
* Candidates attending SKYPE interviews will be required to show the photographic page of their Passport to the screen at the commencement of the interview. Candidates will be asked to confirm that they have read and understood the General Declaration on the Application form and this information will be recorded in the notes. This is in the absence of the candidate being at the interview in person to sign their application form.
* SKYPE calls are carried over the Voice Over Internet Protocol (VOIP) which requires a strong internet connection. We recommend that candidates attending a SKYPE interview ensure that they are in a location with the necessary broadband speeds needed to support VOIP prior to the commencement of their interview. Where the connection is too weak to support the call, a number of attempts will be made to contact the candidate. Where this fails, we will endeavour to reschedule the interview within the scheduled interview period if possible. Where this is not possible, the interview process for all other candidates will continue and the panel will be formed.

**Appendix 7**

**List of PSI Accredited Undergraduate Courses – December 2018**

To view the list of PSI Accredited Undergraduate Courses, please go to:

<https://www.psychologicalsociety.ie/accreditation/PSI-Accredited-Undergraduate-Courses-3>

|  |  |  |
| --- | --- | --- |
| **College** | **Course** | **Accreditation Status** |
| NUI Maynooth | BA (Hons) Psychology | July 2023 |
| NUI Maynooth | BSc (Hons) Psychology | July 2023 |
| NUI Maynooth | BA (Hons) International in Psychology | July 2023 |
| Dublin Business School | BA (Hons) Psychology | June 2019 |
| Dublin Business School | BA (Hons) Psychology (Part-Time) | January 2018 |
| Dublin Business School | Higher Diploma in Psychology | June 2019 |
| NUI Galway | BA (Hons) in Psychology | June 2024 |
| NUI Galway | HDip Psychology (Conversion) | June 2024 |
| NUI Galway | HDip Psychology (Full) | June 2024 |
| Waterford Institute of Technology | BA (Hons) Psychology with Arts | October 2018 |
| Waterford Institute of Technology | BA (Hons) International in Psychology | October 2018 |
| Dun Laoghaire Institute of Art and Design Technology | BSc (Hons) Applied | February 2021 |
| University of Limerick | BA (Hons) in Psychology & Sociology | May 2020 |
| University of Limerick | MA in Psychology (Conversion Course) | July 2022 |
| University of Limerick | BSc (Hons) Psychology | May 2020 |
| University of Limerick | Higher Diploma in Psychology | October 2020 |
| University College Cork | BA (Hons) Applied Psychology | June 2023 |
| University College Cork | Higher Diploma in Applied Psychology | June 2023 |
| Trinity College Dublin | BA (Mod) Single Honour Degree in Psychology | May 2021 |
| Trinity College Dublin | B.A. Hons (Mod) Two Subject Moderatorship, patter Bii Psychology | May 2021 |
| Trinity College Dublin | Higher Diploma in Psychology | May 2021 |
| Trinity College Dublin | MSc. in Psychology (Conversion) Course | May 2021 |
| Mary Immaculate College, University of Limerick | B Ed in Education and Psych | September 2021 |
| Mary Immaculate College, University of Limerick | BA Arts with Psychology | September 2021 |
| Dublin City University | BSc (Hons) Psychology | March 2023 |
| Dublin City University | Bachelor of Arts in Humanities (Psychology Major) | July 2023 |
| National College of Ireland | BA Psychology | April 2019 |
| University College Dublin | BA (Hons) Psychology | October 2020 |
| University College Dublin | Higher Diploma in Psychology | October 2020 |

**For a list of undergraduate courses accredited by The British Psychological Society please go to:**

[**http://www.bps.org.uk/public/become-psychologist/accredited-courses?type=UG**](http://www.bps.org.uk/public/become-psychologist/accredited-courses?type=UG)