

Policy for Recruitment and Selection

Institute for Optimum Nutrition

1. In order to meet its mission it is essential that the Institute attracts and recruits quality staff through robust recruitment processes in the context of an equal opportunities framework. The Institute commits to recruiting the right person to the right job in a fair and transparent way.
2. ION has committed to operating within a defined set of core values and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day-to-day delivery of their roles. Commitment to the ION values supports us in promoting equality and valuing diversity to utilise all the talent that we have. Consequently, an individual's ability to work within the organisation's values will be tested through the selection process.
3. The responsibilities of managers involved in the recruitment and selection process will be to:
 - Identify vacancies to meet operational need and strategic objectives
 - Produce appropriate recruitment documentation in order to attract the right applicants
 - Conduct the selection process in a fair and consistent manner
4. It is recognised that key to recruiting and selecting the best person for a role within the organisation, is a specific and measurable set of selection criteria. Once agreed the selection criteria will be the tool against which candidates will be measured at the shortlisting and interview stage. Interview questions will be developed to assess candidates against the selection criteria and feedback to unsuccessful candidates will also be delivered in line with this criteria.
5. Definitions of HR terms used in this policy:
 - Recruitment - The process of finding people to become a new member of an organisation
 - Selection - The process of choosing an appropriate person to work for an organisation
 - Vacancy - A position that is unfilled or unoccupied
 - Applicant - Somebody who has submitted an application for a position in the organisation
 - Short listing – Process to select a number of applicants to go forward to interview
 - Interview - A meeting of applicants to determine their suitability for a job.
 - Job Description – A document which details the purpose of the job and lists the duties that that the post holder will perform
 - Person Specification - A document detailing the qualifications, experience, skills and attributes the job holder would require to fulfil the role and a measure for job applicants to be measured against.
 - Advert - Announcement on the website, a newspaper or other medium about a job vacancy, which ensures the key requirements are communicated briefly and clearly to attract potential applicant