



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Office of the National Director of Human Resources
Health Service Executive
Block D
Parkgate Street Business Centre
Parkgate Street
Dublin 8

Tel: (01) 635 2827
Fax: (01) 635 2813
E-mail: nationalhr@hse.ie

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HSE HR Circular 019/2006

To: Each Assistant National Director of HR – Area
Each National Director
Each Assistant National Director
Each Network Manager
Each Local Health Office Manager

Re: Changes in Recruitment Policy.

I refer to a number of changes in Recruitment practices which are being introduced to improve the time-lines involved in the recruitment process. This follows a major review of recruitment practices which highlighted the periods from advertisement to interview stage and from job offer to commencement stage as significant impediments to the recruitment and appointment of staff as quickly as is desired.

Following consideration by the National Management Team, the following policies are being implemented with effect from 1st January 2007:

- (i) In respect of external recruitment, a standard approach of three month take up duty period is to be applied. Only in exceptional circumstances e.g. where a prospective Consultant who has been offered a post is undergoing a final six months of a recognised Training Programme, relevant to the post being offered, should any exception be allowed.
- (ii) In the case of HSE internal appointees, (through promotion or otherwise) arrangements are being introduced to implement a HSE policy that internal appointees start work in their new post not later than six weeks from the date of notification. Line Managers must release staff to commence their new post within this period. Should exceptional circumstances arise e.g. a large number of staff leaving a particular unit at the same time, the period could be extended by agreement.

- (iii) Interview Board dates should be arranged prior to advertisement of posts and advertisements/candidate documentation should specify the date(s) upon which interviews will be held.
- (iv) The start-day should be specified in job advertisements e.g. Principal Dental Surgeon required from 1st June 2007.

Please ensure that these arrangements are implemented within your area of responsibility. Area Recruitment Managers will be in a position to provide further details in relation to implementation.

Yours sincerely,



Martin Mc Donald,
National Director of Human Resources.