



ART PARK

AI & Robotics Technology Park

I-HUB FOR ROBOTICS AND AUTONOMOUS SYSTEMS INNOVATION FOUNDATION

Recruitment Policy & Procedures



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PART 1: Policy**1. Policy Statement**

It is the policy of I-Hub for Robotics and Autonomous Systems Innovation Foundation (ARTPARK) to recruit and retain staff of the highest caliber with the qualifications and experience necessary to provide an efficient and effective service to the mission we support. This is achieved through the application of a detailed and transparent recruitment procedure and through the application of all relevant employment legislation. The short-listing, interview and recruitment process follows best practice in relation to equal opportunities. Selection for appointment is based on merit.

2. Policy Purpose

The aim of the policy is to outline the relevant steps in the recruitment process and to assign individual responsibilities for each of these steps.

3. Policy Scope

This policy is intended for all staff who are involved in the recruitment process within ARTPARK.

This policy outlines all procedures concerned with recruitment. It is to ensure that all aspects of recruitment are carried out in a proper and efficient manner.

4. Description of Terms

Lead Person: Will normally be the Head of the appropriate division or designate.

Shortlist: List of candidates who will be invited to interview.

5. Roles & Responsibilities

All staff & contractors involved in recruitment must adhere to this policy.

The Head of the Human Resource Division (HR) in discussion with CEO will amend this policy in event of changes to legislation.

HR will ensure this policy is accessible. The Lead Person will liaise with HR in the recruitment process, including input into the selection of the Interview Panel.

PART 2: Procedures**6. Decision to Recruit**

The recruitment process to fill a new or existing post will not commence without the approval of the CEO or one of the directors.

7. Preparation of Job Description & Person Specification

In advance of a vacant post being advertised, the person indenting the position will with HR support prepare a specification and job description, to support the recruitment and selection process.

If there is an existing job description for the post, HR should ensure that any changes that are deemed necessary are made in conjunction with the Lead Person.

8. Preparation & Placement of Advertisement

In general, HR will prepare the advertisement in conjunction with the Lead Person; however, for some new posts, it may be appropriate for the Lead Person to prepare it. In either case, HR will be responsible for the placement of the advertisement.

9. Shortlisting Process

The criteria to be used in short-listing prospective candidates are agreed in advance of the vacancy being advertised and are transparent and directly relevant to the post.

All applications will be screened for eligibility using essential qualifications, experience and skills criteria that are outlined in the person specification.

The first stage in the short-listing process is the screening stage, whereby applicants who do not have the required qualifications, or otherwise fail to meet the essential standard for the post, are eliminated.

The second stage is to reduce the number of qualified candidates, if it is not practical to interview all applicants. This should be carried out by the Interview Panel using clear and consistent criteria. The Lead Person will inform HR of the outcome and, the latter will then communicate with unsuccessful candidates.

10. Correspondence to Shortlisted Interviewees

HR will be responsible for the preparation and transmission of all correspondence to be sent to those short-listed for interview. The correspondence should include the invitation to the interview, and the job description for the post.

HR will consult with the Lead Person regarding any need for special or unusual additions to routine correspondence. It will be essential that each Candidate receives the same correspondence.

11. Confirmation of Interview Date

The Lead Person will arrange the interview date, and a date for short-listing, if appropriate.

12. Correspondence to the Interview Panel

The Lead Person in conjunction with the Human Resource Division (HR) will prepare the appropriate documentation for each member of the Interview Panel. This will normally include the job description for the post, the C.V./Application Form of each applicant, and the timetable for the interviews. The Interview Panel will also have access to a copy of this policy, via HR.

13. Interview Panel

- a. The Panel appointed to interview Candidates will have the relevant knowledge, experience, and skills to select the best possible Candidate to fill the vacancy.
- b. The selection of the Interview Panel will be undertaken by the Lead Person in conjunction with HR. Interview Panels must consist of two people at least, one of which must have been involved in the short-listing process. The Interview Panel should include the Lead Person and/or a member of HR or nominated person. Consideration should be given to the selection of HGB member interviewer for senior posts in ARTPARK.
- c. One of the Interviewers will be appointed *Chairperson* of the Interview Panel, to direct the workings of the Panel, to ensure fair and proper procedures are followed, and to liaise with HR regarding the recommendations and decision of the Interview Panel.
- d. The results and decision of the Interview Panel will be communicated by the Chairperson of the Interview Panel to HR.

At the end of the interview process, the Chairperson will ensure that all documentation held by all members of the Interview Panel is returned to HR. It is recommended that any rough notes made by a member of the Interview Panel should not be retained after the selection process but should be destroyed by shredding.

14. Post Interview Correspondence

- a. Letters of regret will be posted to unsuccessful candidates.

15. Appointment of Candidate

- a. Before a Candidate can be appointed:
 - i. The Human Resource Division (HR) must be in receipt of verified references, one being their current/last employer as appropriate (ARTPARK reserves the right to determine merit, appropriateness and relevance of such references and referees).
 - ii. HR will ensure that any pre-employment medical examination is completed and offers of employment will not be made prior to receipt of a medical report.
 - iii. HR will request and ensure receipt of proof of qualifications/registration before employment commences.
 - iv. HR will request and ensure receipt of required joining documents on the day employment commences.
- b. Offers of employment are made in writing. The compensation offered will be in line with ARTPARK pay scale for roles and seniority as covered in annexure and updated from time to time.
- c. Exceptions can be made in cases where the CEO along with 1 director agree that the right candidate for a role must be hired based upon competitive domestic or international industry standards. Such deviations should be noted by HR prior to offer and the CEO should inform the Hub Governing Board in the next meeting.