

## **TOURISM IRELAND - EXTERNAL RECRUITMENT POLICY**

Tourism Ireland recognises that effective recruitment and selection management is fundamental to its success and is committed to ensuring that its recruitment and selection processes are conducted in a manner that is straight forward, transparent and fair and promotes equal opportunities. A strategic recruitment and selection process enables Tourism Ireland to attract and appoint employees with the necessary skills and attributes to fulfil its strategic aims and support organisation renewal. Our goal is to have a talented workforce that possesses the skills and competencies to support the business needs, to help Tourism Ireland secure and maintain a competitive position in the marketplace and of equal importance is to be an employer of choice.

Tourism Ireland encourages and supports a flexible, mobile, adaptive workforce. To this end, this policy has been designed to provide a flexible framework to the recruitment process and adopting a proactive approach to equality whilst conforming to statutory regulations and agreed best practice.

### **EQUAL OPPORTUNITIES**

The Company is committed to equal opportunities and to ensuring that no unlawful discrimination exists in any aspect of the recruitment or selection process.

### **FILLING OF VACANCIES – PROCEDURES**

- A completed Tourism Ireland application form setting out how the candidate meets the requirements of the post should be submitted to the Human Resources Department by the date specified.
- A period of one to three weeks is normally allowed in which to apply. No late applications are accepted.
- Shortlisted candidates are invited to attend for interview.
- Following completion of the interview process and references, the Human Resources Department issues a contract of employment confirming the offer of appointment to the successful candidate and advises the unsuccessful applicants of the outcome. Every effort is made to complete this process in a timely manner. The successful candidate must, if accepting the post, promptly return a signed copy of the letter of the contract of employment to the Human Resources Department.
- A mutually convenient date for taking up the new post is agreed between the Line Manager and the successful candidate.

### **EXTERNAL OPEN RECRUITMENT**

As a leader in the tourism environment, Tourism Ireland will continue to recruit and develop the most qualified and skilled people for our global workforce. External recruitment ensures that Tourism Ireland can attract the widest possible pool of candidates, minimise the duration that the post is vacant, whilst also facilitating applications from interested internal candidates who are eligible to apply.

All external advertisements will normally be placed on Tourism Ireland's Corporate Website and additional external recruitment sources may include newspapers, trade magazines, trade websites and other social media platforms with the most suitable and cost effective avenue being agreed with the recruiting manager and Human Resources.

### **PRE-EMPLOYMENT CHECKS**

A number of pre-employment checks may be carried out in advance of a job offer being made. These may include visa eligibility to work in the relevant jurisdiction or where particular qualifications/memberships are a key requirement of the post, such stated qualifications/memberships may be confirmed with the relevant awarding body.

### **EMPLOYMENT REFERENCES**

Every appointment to the permanent staff is subject to the receipt of satisfactory references. It is normal practice to request from a candidate for employment the names of two or three referees to whom Tourism Ireland may write or call in confidence. These would not normally include the present employer but would include at least one previous employer.

### **DATA PROTECTION**

Tourism Ireland's recruitment process is a transparent process and complies fully with all GDPR.

Information requested is of legitimate interest and any data requested will be used for recruitment purposes only, information requested is necessary and relevant to the performance of the job which candidates are applying for.

Information will only be shared with the interview panel who are recruiting for the particular post.

Information on Fair employment monitoring will not be shared and will be anonymised.

Applications are stored confidentially within the Human Resources Department for 1 year only, after this time, all information relevant to the particular recruitment drive will be deleted.

Applicants have the 'right to be forgotten'; Tourism Ireland will fully comply with a candidate's wish to delete their data from all systems, within one month of the request.

Tourism Ireland will fully comply with a candidate's wish to access their own data and rectify data within one month of the request.

You have the right to lodge a complaint to the Data Protection Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or Data Protection Bill 2018 with regard to your personal data.

### **IDENTITY AND CONTACT DETAILS OF CONTROLLER AND DATA PROTECTION OFFICER**

1. Tourism Ireland is the controller [and processor] of data for the purposes of the GDPR

2. If you have any concerns as to how your data is processed, please email or write to us at the following address:

Data Protection Officer  
Tourism Ireland,  
5<sup>th</sup> Floor, Bishop's Square,  
Redmond's Hill,  
Dublin 2 D02 TD99,  
Ireland

E: [dpo@tourismireland.com](mailto:dpo@tourismireland.com)