References

Introduction

Dublin City University strives to foster a culture amongst its staff and student community that is open, collegial, collaborative, student focused and ambitious. These values reflect a commitment to equality, educational opportunity, social justice, ethical behaviour and academic freedom. In applying open, transparent and merit based effective recruitment and selection procedures the University strives to attract and retain high quality staff that share and live our values.

The following procedures are designed to ensure our process is planned, organised and conducted in a way that supports an objective, transparent merit based assessment of every candidate and ensure that the best candidate has been selected on their merits and abilities.

Recruitment and Selection

References

References provide useful additional information concerning candidates, and can significantly aid recruitment recommendations and decisions. Referees, who should always be persons with current knowledge of the candidate, are provided with copies of the advertisement and the job description and are asked to provide their opinion of the candidate's suitability for the post.

The Personal Office will circulate the references to all members of the Selection Board on the day of the interview. In the event of a reference not being received by the Personnel Office prior to the interview, the interview process will continue as planned.

Procedures for References

With the possible exception of the current employer, written references will be sought prior to the final interview for all candidates for academic positions and for administrative/support staff positions of Administrator I or higher.

When inviting candidates to final interview, permission to seek a reference from their current employer will be sought. It is recognised that some candidates may prefer not to give permission until after the interview stage and the offer of a position is likely.

In any event, candidates for all permanent and long term contract positions will only be formally offered a position by the University on receipt by the Personnel Office of three written references (including that from the current employer) which are deemed satisfactory to the University.

Over-reliance on written references is not recommended and verbal references may always be obtained by the Director of Personnel (or nominee). This can improve the benefit of references in the selection process. In such cases an accurate summary of the conversation should be recorded in a written note and kept with the written references.

Canvassing

Representations on behalf of an applicant, including unsolicited recommendations, will be treated as canvassing. Canvassing seeks to establish an unfair advantage for one applicant relative to others and may result in disqualification of that applicant.

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