

Chapter 7

Post Interview, Making the Appointment & Data Retention

The Interview Board Report and Ratification by the Board of Management

- 7.1 The Interview Board Report should be completed and signed by each member of the Interview Board. The Interview Board, having interviewed such eligible applicants as present themselves, should submit:
- a written report to the Board of Management nominating the recommended candidate(s) in highest ranking order for the post(s) advertised.

The Board of Management then appoint the candidate(s) nominated by the Interview Board.

The Interview Board Report must be ratified by the Board of Management.

7.2 Advising candidates of outcome of Interview

It is a matter for each individual school as to how they communicate the outcome of the interview process. Schools are advised to give careful consideration as to how this is done.

7.2.1 Recommended Candidate(s)

The post is offered to the recommended candidate(s) on the proviso that the appointment is not appealed within **seven school days** of the date of issue of the notification of the outcome of the post of responsibility appointment process. The final date for notification of appeals to the Secretary, Board of Management, will be notified on the letter to candidates advising of the outcome of the competition (Appendix 15). This date is known as the **Appeal Date** and will be at 4.00 p.m. on the seventh school day with day one commencing on the day after the outcome of the process is issued.

If no appeal is received within this timeframe, the Board of Management proceeds with the appointment.

7.2.2 Unsuccessful Candidates

Unsuccessful candidates are informed of the outcome of the interview and advised that they may appeal the outcome within **seven school days of issue of the notification of the outcome of the post of responsibility appointment process – with day 1 commencing on the day after the outcome of the process is issued i.e. Appeal Date.**

Refer to exemplar notice to unsuccessful candidate/s re outcome of competition and the Appeal Procedure in the Appendix 16.

7.2.3 Appeal Period

School days are defined as days in which the school is in operation for students

Where the outcome of the competition is notified to applicants in the week immediately prior to the June State examinations, the *Appeal Date* shall occur within the first 12 official days of the State examination period. If an appeal is received by this Appeal Date, no appeal hearings shall be convened before the next school year.

7.2.4 Appeal Received

In the event that an appeal is received, the timeframes advised in the Appeal Procedure – Circular 0003/2018 apply.

It is important to note that appeals **must be completed electronically** on the agreed PDF Appeal Form. Only appeals which are completed and submitted using the electronic form will be processed. **The electronic version of the Teacher Appeal Form, the Management Response Form and Advice to Appellants for completion of the Appeal Form is available in the HR section of the ACCS website.**

Exemplar letters are supplied as follows:

Action	Exemplars
The Secretary, Board of Management issues acknowledgement of receipt of appeal.	Refer to exemplar in Appendix 17 : For Appellants - Acknowledgment of Receipt of an Appeal.
The Secretary, Board of Management advises recommended candidate that an appeal has been lodged and that the appointment process has been postponed pending the outcome of the appeal.	Refer to exemplar in Appendix 18 : Notice to recommended candidate advising receipt of appeal.
Completed Appeal Form/s and management response plus supporting documentation is discharged to the Appeal Board Secretariat (must be on the template document).	
Notice to recommended candidate confirming appointment (following the conclusion of an appeal process or expiration of the appeal date where no appeal is lodged).	Refer to exemplar in Appendix 19 : Letter to recommended candidate confirming appointment

NOTE:

WHERE AN ORAL HEARING IS REQUIRED, THAT WHERE COVID MEASURE REQUIRE IT, THIS MAY BE CONDUCTED ONLINE (SOURCE: INFORMATION NOTE TC 0022/201 ON CL 0003/2018)

7.3 RETENTION AND STORAGE OF DOCUMENTATION

For a period of 18 months from the close of the competition the following documentation should be retained in a safe and secure place:

- a) A copy of the advertisement.
- b) The criteria as specified in CL 0003/2018 for Assistant Principal posts.
- c) A copy of **all** the application forms received.
- d) Details (i.e. names and service history) of candidates excluded from the competition based on insufficient service.
- e) The Selection Board Report.
- f) The individual Interview Mark Sheet of each candidate and Summary Mark Sheet and all interview notes.
- g) The Selection Board Report showing the ranking of the suitable candidates.

Data Protection: Personal data will be retained in accordance with the school's Data Protection Policy and retention of records schedule therein.

Note: Documentation: At the end of the competition, where a remote hearing is used, all such documentation shall be returned immediately following the interview to the Principal of the school by registered post or secure electronic means. (Source: Information Note TC 0022/2021 on CL 0003/2018.)

Providing feedback to unsuccessful candidates:

For guidance on providing feedback to unsuccessful candidates, refer to **Appendix 16**.

Points to Remember

- Ensure arrangements are in place for the prompt return of all documentation to the Secretary of the Board of Management.
- Check all documents are accurately completed, including cross checking of calculations.
- Ensure that the outcome of the interviews is kept confidential until the results are issued to candidates.
- Issue results to recommended candidate(s) and unsuccessful candidates as promptly and efficiently as possible and keep a record of method, date and time of delivery.
- Be mindful of timelines for receipt of appeals.
- Appeals must be completed electronically on the agreed PDF Appeal Form. Only appeals which are completed and submitted using the electronic form will be accepted.
- When the completed Appeal Form is sent by email to the Secretary to the Board of Management of the school, the completed PDF Appeal Form will automatically be forwarded to the Appeal Board Secretariat. In the case of the community and comprehensive sector, the Appeal Board Secretariat is operated by ACCS.