



EMPLOYMENT EQUALITY POLICY FOR NOMINATING COMMITTEES

1. *PURPOSE*

To set out the procedures to be followed to ensure that College's recruitment procedures provide for equality in employment opportunities.

2. *SCOPE*

College appointments are open to all candidates, irrespective of gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.

3. *PROCEDURE*

1. It is essential to ensure that there is no bias against candidates on grounds of gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community in deciding who should be shortlisted for interview, and at interviews. Members of the Nominating Committee must not make assumptions about the suitability of candidates for appointment, which are based on the any criterion not directly related to the specification for the post.
2. Questions at interviews should refer only to the requirements of the job. Questions relating to domestic and civil arrangements, for example, family status, care of children or disability *must not be asked*.
3. If it is essential to assess whether personal circumstances will affect performance of the post, for example, where the post involves unsocial hours or extensive travel, relevant questions, where they are deemed absolutely necessary, should be asked equally of all applicants, and the answers should be evaluated on the same basis for each.

4. *RELEVANT LEGISLATION*

The Employment Equality Act, 1998