**Mayo County Council**

**Interview and Selection Review Procedure**

1. **Purpose**

This policy establishes a formal process for candidates who wish to seek a review of decisions made during the interview and selection process, including shortlisting, to ensure fairness, consistency, and transparency in line with the Irish Public Sector Code of Practice for recruitment.

1. **Principles**

The **Public Sector Code of Practice** is built around the following Core principles.

1. **Probity**: Ensuring integrity and honesty in recruitment practices.
2. **Merit**: Selection based on the merit principle, meaning the best candidate for the job should be chosen based on objective criteria.
3. **Fairness and Transparency**: Recruitment processes should be open, impartial, and consistently applied.
4. **Accountability**: Processes and decisions should be documented, transparent, and subject to scrutiny.

**3. Scope**

This policy applies to all stages of the interview and selection process.

**4. Grounds for Review**

Appeals will be considered if candidates believe:

* There was a failure to follow fair and transparent procedures as outlined in the recruitment notice.
* The process did not comply with the Irish Public Sector Code of Practice for Recruitment.
* There were procedural errors that could have influenced the outcome of the selection process.

The ground for appeal should be outlined in the request for review.

1. **Review Process**

**Step 1: Request for Feedback**

Before submitting a formal appeal, candidates are encouraged to seek feedback from the Human Resources (HR) Department. Feedback provides an opportunity for candidates to understand their performance and clarify any concerns about the process. A request for feedback must be submitted within 5 days of receipt of notification of outcome of shortlisting/interview/selection process.

**Step 2: Lodging a Formal Request for a Review**

If a candidate is not satisfied after receiving feedback, they may submit a formal request for review.

The review must be submitted within **5 working days** of receiving feedback and must include:

* A clear outline of the facts that they believe show the action or decision reached was wrong.
* The specific aspect(s) of the procedure they believe was not followed.
* Any relevant documentation or evidence supporting the appeal.
* Contact details for follow-up.
* Please note that additional information about the candidate or which was required at application submission stage and not submitted by the deadline will not be considered.

If this information is not provided the request for a review may be refused.

Appeals should be addressed to the **Review Officer** in the HR Department and submitted via email [recruitment@mayococo.ie](mailto:recruitment@mayococo.ie) or hard copy.

**Step 3: Review Process**

* The review request will be reviewed by a **Designated Review Officer** who was not involved in the initial recruitment or interview process.
* The Review Officer will assess whether the recruitment and selection procedure was carried out fairly and in accordance with the Code of Practice.
* It will involve a desk-based review of the documentation relating to the interview including notifications, correspondence, interview notes and any other related information.
* This review does not include reassessment of candidate merit or qualifications unless a procedural error is identified in relation to the interpretation of these.

**Step 4: Decision and Response**

* The Review Officer will communicate the decision in writing within **10 working days** of receiving the appeal. If more time is needed, the candidate will be informed of the revised timeline.
* The outcome of the appeal will be one of the following:
  + **No further action**: If the process was conducted in compliance with the Code of Practice.
  + **Further action required**: If a breach of procedure is identified, appropriate corrective actions will be taken. This may include re-evaluating shortlisted candidates, re-interviewing, or revisiting the scoring process. This may result in a lesser or greater number of candidates being sent forward to the next stage of the recruitment process.

**6. Confidentiality**

All appeals will be treated in confidence and in accordance with GDPR and local data protection regulations. Only individuals directly involved in the appeals process will have access to relevant documentation and communications.

**7. Monitoring and Review**

Mayo County Council will periodically review this policy to ensure compliance with the Irish Public Sector Code of Practice for Recruitment. Any changes to this policy will be communicated to candidates in future recruitment materials.