

## Selection Process Guide

|  |   |
|--|---|
| Instructions on how to apply: .....                      | 2 |
| Selection Process: .....                                 | 3 |
| Overview .....   | 3 |
| Shortlisting: .....                                      | 3 |
| Interview Approach Style.....                            | 4 |
| Confidentiality:.....                                    | 4 |
| Other Important Information .....                        | 4 |
| Expenses .....   | 4 |
| Confirmation of Eligibility and Essential Criteria ..... | 4 |
| Deeming a Candidate to have withdrawn .....              | 5 |
| GDPR and Data Protection .....                           | 5 |

## Introduction

The purpose of this document is to provide applicants with general information relating the recruitment and selection process.

CCPC has engaged the services of RSM Ireland to assist with the management of the recruitment process.

For specific information on a particular role, please refer to the relevant candidate information booklet which is available on [CCPC Careers](#)

## Instructions on how to apply:

All candidates should visit [CCPC Careers](#) where all current vacancies within the Competition and Consumer Protection Commission (CCPC) are advertised.

Each position has an individual information booklet, which provides detailed information regarding the role (e.g. roles and responsibilities, essential and desirable criteria etc) and other important information (e.g. deadlines for applications). All candidates are encouraged to read this information booklet carefully prior to, and in preparation for, applying.

Each position will also have a link to an online application page where candidates may submit their application.

To apply candidates must upload the following, ***in a single document*** and ***before the application deadline***, via the online application portal:

1. Cover letter (Maximum Page Limit of **two** A4 pages)
2. Up to date CV

Please note the following information:

- If candidates omit either the CV or Cover Letter, their application will be considered incomplete and illegible for further stages of the recruitment and selection process.
- Applications will not be accepted after the **application deadline** (Detail of the closing deadline can be found in each competition candidate booklet).
- Campaign updates will be issued to your registered email address as entered on the online application portal. Please ensure you provide an appropriate email you will have continued access to at all times throughout the campaign. RSM Ireland accepts no responsibility for communication not accessed or received by an applicant.
- In the event RSM Ireland do not receive a response to an email, where a response may be required (e.g. invitation to interview), an attempt to follow up by phone may

occur. It is strongly recommended that candidates ensure they have an appropriate voicemail set up to receive messages.

- You should receive an automated acknowledgement to confirm receipt of your application shortly after you have applied. If you do not receive this acknowledgement within 24 hours of applying, please contact [CCPCcareers@rsmireland.ie](mailto:CCPCcareers@rsmireland.ie).
- The onus is on each applicant to ensure that they are in receipt of all communication from RSM Ireland. You are advised to check your emails on a regular basis throughout the duration of the competition; in addition, being sure to check junk/spam folders should any emails be mistakenly filtered.
- If required to attend an interview, or participate in an initial phone screening, candidates should endeavour to make themselves available on the date(s) specified by RSM Ireland.

## Selection Process:

### Overview

The Selection Process may include the following:

- Assessment for a complete application (i.e., both Cover Letter and CV are provided)
- Shortlisting of candidates based on the information contained in their Application against:
  - Essential Criteria for the position
  - Desirable Criteria for the position
- Initial/preliminary interview
- Presentation or other exercises
- A final competitive interview
- Any other tests or exercises that may be deemed appropriate (e.g., numerical/verbal/reasoning aptitude assessments, psychometric profiling etc)

CCPC and RSM Ireland will adhere to the requirements of the CPSA Code of Practice in managing the entire recruitment and selection process. Please visit [this document](#) for further information.

### Shortlisting:

The shortlisting panel will consist of representatives from CCPC and, where required, external organisations (including RSM Ireland).

The shortlisting panel will consider all complete applications against a selection of the criteria outlined within the information booklet. **Please note** in order to satisfy the shortlisting panel that you meet these criteria you must **explicitly demonstrate this within your application** (i.e., either your cover letter or CV). Failure to demonstrate

these may prevent your application progressing to future shortlisting stages or being called to interview.

Often, the number of applicants who demonstrate the criteria exceeds that required to fill existing and potential future vacancies to the position.

Therefore, although candidates may demonstrate the criteria if the numbers applying for the position are such that it would not be practical to interview everyone, shortlisting panel may decide that a smaller number of applicants will only be called to interview.

In such circumstances, the shortlisting panel shall assess which applications to ascertain which demonstrate the most relevant experience and expertise based on the role specification advertise. Where a candidate meets the essential criteria, but is not called to interview, it is not to suggest they are unsuitable or incapable of performing the role. Rather, within that particular process other candidates demonstrated more relevant experience to the role.

### Interview Approach Style

The interview will be primarily competency based in nature, and will assess those competencies outlined within each specific Candidate Information Booklet. This will require candidates to provide previous relevant examples of how they have demonstrated these competencies in the past.

However, for certain roles a blend of situational and technical questions (i.e. based on specific subject matter expertise) may be asked during the interview. Where this arises, such questions shall be related to the essential requirements of the role.

### Confidentiality:

Subject to the provisions of the Freedom of Information Act 2014 applications will be treated in strictest confidence.

### Other Important Information

#### Expenses

Neither CCPC nor RSM Ireland will reimburse expenses incurred by candidates

#### Confirmation of Eligibility and Essential Criteria

Candidates will be required to confirm they meet the essential requirements of the role (including eligibility to reside and work in Ireland) during the shortlisting process.

Please be advised, that if you are invited to interview, and ultimately identified as the preferred candidate, you will be required to provide **evidence of this as part of the onboarding process.**

Accordingly, if you do not meet one of the essential requirements but attend for interview you may be putting yourself to unnecessary expense and effort.

This may include providing copies of (inter-alia); your qualification, eligibility to work/live in Ireland and other evidence if required for the role (e.g. proof of driving licence).

## Deeming a Candidate to have withdrawn

It is understood that candidates may, for a variety of reason, withdraw from a competition of their own volition. However, there may also be circumstances where a candidate will be considered withdrawn from the competition for other reasons. We have provided a non-exhaustive list of scenarios below:

- Candidate emails to confirm they have withdrawn from the process, which may occur at any stage of the process (e.g. after applying, prior to interview etc)
- Candidate is unable to furnish the required documentation to satisfy how their meet the essential criteria (e.g. minimum educational requirement)
- Candidate does not present for interview having been invited and/or accepted the invitation
- 

Where possible, and appropriate, RSM Ireland attempt to contact candidates to confirm their withdrawal.

## GDPR and Data Protection

RSM Ireland has been engaged to support the CCPC manage their recruitment process. Within this relationship, RSM Ireland is a data processor under an appropriate data processing agreement.

The legal basis for collecting information in respect of recruitment is in preparation of entering a employment contract with the CCPC.

When you apply through the application portal, a profile is created in your name with the information you have supplied, alongside a copy of your application. We anticipate that this will include some of, if not all, the following information:

| Category of Data    | Examples  |
|---------------------|---|
| Personal details    | First Name, Surname   |
| Contact information | Email address, phone numbers, address   |
| Education           | Details of education including professional qualifications, degrees, diplomas etc |
| Work History        | Details of previous and current (if applicable) employers                         |

This personal record is used solely in processing your candidature and as part of the recruitment process outlined above. Where required certain information you provide will be forwarded to the CCPC.

For more information on this please visit: <https://www.rsm.global/ireland/privacy-policy>

If you would like to access your information, or make any amendment to same, you may contact the key account manager for the CCPC at [CCPCcareers@rsmireland.ie](mailto:CCPCcareers@rsmireland.ie)

However, should you wish to make a subject access request under the Data Protection Act 2018, please contact the RSM Data Protection Officer at [DPO@rsmireland.ie](mailto:DPO@rsmireland.ie).