



# Health Information and Quality Authority

An tÚdarás Um Fhaisnéis agus Cáilíocht Sláinte

## Recruitment – Frequently Asked Questions

### How can I find out vacancies within HIQA?

You will always find our vacancies on our [Careers Page](#) and on [Publicjobs.ie](#)

### What are the stages of HIQA's recruitment process?

Typically, the process is:

- Advertisement of role, with candidate information booklet made available online
- Submission of an online application form
- A shortlisting of candidates by a recruitment panel, based on the information contained in the candidate information booklet
- A competitive competency-based interview by a recruitment panel which may include a presentation or other exercises, as deemed appropriate to the role.

### How do I apply for a vacancy?

To apply for a vacancy, you must submit an application form through our [Careers Page](#). Unsolicited CVs are not accepted.

Applications are short listed based on the information requested in the application form, so it is important to complete all sections fully, carefully and accurately.

### Can I send an open application to HIQA?

No, we do not accept open applications, or unsolicited CVs. All applications must be through our [Careers Page](#) on the appropriate application form.

### How do I know if my application has been received?

You will receive a confirmation email containing your completed application from [noreply@eu.123formbuilder.com](mailto:noreply@eu.123formbuilder.com). Be sure to check your junk or spam folders should any emails be mistakenly filtered.

### What happens after I apply?

Once the closing date has passed, a recruitment panel will meet to conduct the shortlisting of applications. The panel will assess the information provided by applicants in the application form against the eligibility criteria outlined in the role description. They will also assess the additional information that has been requested; for example, competency questions.

### How will I know if I have been shortlisted?

You will receive an email communication following the shortlisting process, generally 10 to 15 days after the closing date. Be sure to check your junk or spam folders in case any emails are mistakenly filtered there.

### If I am shortlisted, what happens at interview?

Generally, there is one interview. However, this may vary depending on the grade of the role. Typically, interviews last between 45 minutes and one hour depending on the grade of the vacancy being filled. Where appropriate to the role, candidates may be required to complete an assessment and or presentation as part of the selection process. Where this is the case, candidates will be made aware of this on invitation to attend interview. Candidates who are invited to interview will be informed of all the next stages and provided with full details.

### What is a panel interview and how can I prepare for it?

All interviews at HIQA are conducted by a selection panel, typically composed of the hiring manager, a representative from the hiring business area and human resources. HIQA will endeavour to ensure gender balance on the panel.

The interview is designed to ascertain whether your knowledge and competencies meet the level required for the role via a number of questions. The interview itself will be competency based, aligned to HIQA Competency Framework. Please refer to the role description in the candidate information booklet for an overview of each competency and the proficiency level required for this role. For more in-depth information on the competencies, it is important that you review the full competency framework guidance document which is available [here](#).

The following points may also help you in preparation for your interview.

- Try to link your qualifications to the requirements of the position: explain how your experience is relevant in the context of HIQA and the specific job you are applying for.
- Use specific examples from your experience to demonstrate your points, your role (in a project, a team...), your achievements, and so on.

### Can I apply for more than one position at a time?

Yes, you can apply for any position you feel you meet the criteria for. Each competition is run independently.

### If I am not successful, can I apply again for future roles?

Yes, you can apply for any position you feel you meet the criteria for. Each competition is run independently.

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### **Where can I learn about pay and annual leave?**

The Candidate Information Booklet outlines the starting salary point and salary grade for each role and the annual leave entitlements for each role.

We also offer a number of other benefits which you can find [here](#).

### **How will I know the start date for the role?**

All roles are available immediately and start dates will be agreed with the successful candidates, subject to their notice periods and so on.