



<b>Title:</b>	<b>Staff Recruitment Process</b>		
<b>Document ID:</b>	<b>SOP-7</b>		
<b>Version</b>	<b>Status</b>	<b>Effective Date</b>	<b>Page 1 of 6</b>
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## 1. PURPOSE

This procedure describes the recruitment process employed by Crystal Lean Solutions (CLS) which complies with relevant employment legislation. It ensures that the knowledge, skills, and competencies required of staff are identified and are used consistently in the recruitment process and align with our Staff Recruitment Policy POL-8.

## 2. SCOPE

This procedure covers recruitment and induction training for all employees including CLS Trainers.

## 3. RESPONSIBILITIES


Managing Director: Identification of resource requirement  
 Leadership Team: Recruitment and Selection of new team members

## 4. PROCEDURE

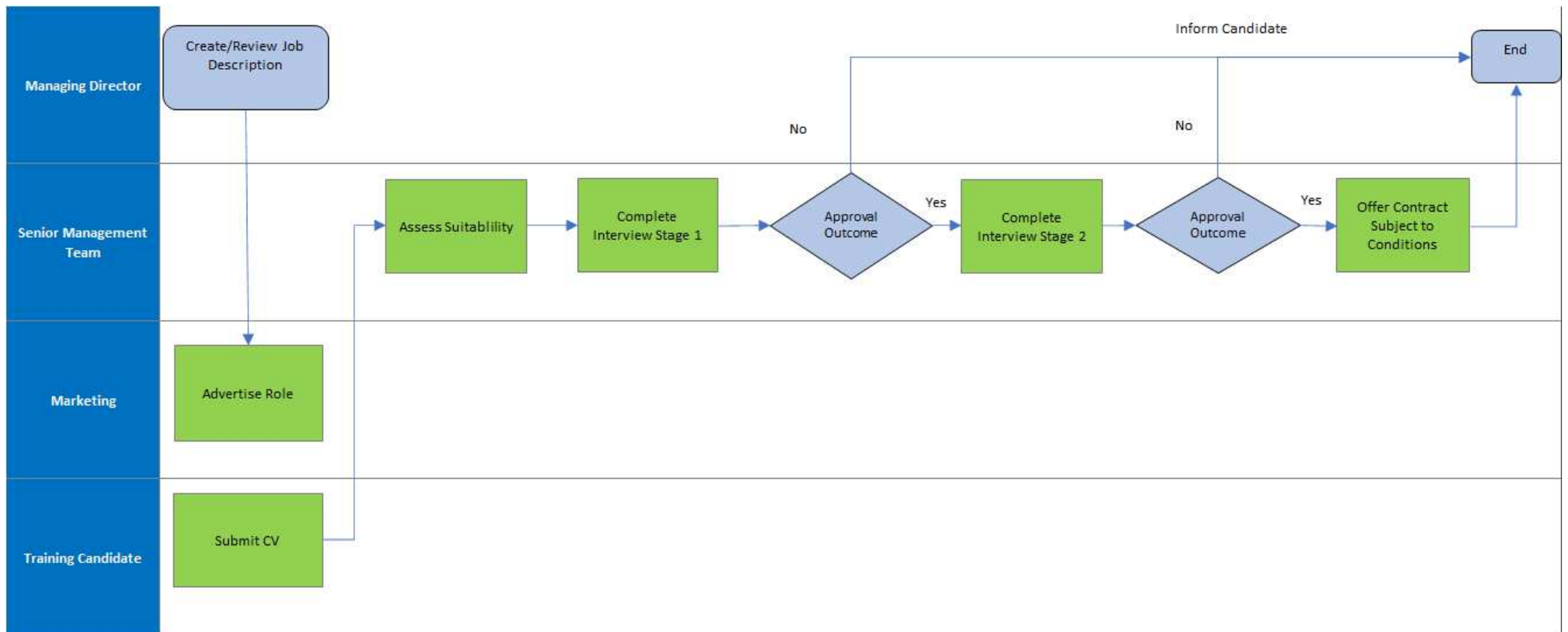
### 4.1 Overview


This section includes:

- 4.2 Recruitment procedure for new employees, including trainers.
- 4.3 Details of new trainer minimum requirements.

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#### 4.2 Procedure for Recruitment of New Employees / Trainers




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- 4.2.1 For each role, complete a job description identifying the roles, responsibilities, and code of conduct of the position. For trainers, the standard will include academic, professional, technical, and pedagogical standards required for a trainer, which are outlined in section 4.3. Any specific programme requirements will be included.
- 4.2.2 Candidate profiles are benchmarked against those of similar providers, as necessary, when developing a job description.
- 4.2.3 Vacancy is advertised through appropriate mediums including Crystal Lean Solutions website and LinkedIn. In some cases, for trainer roles can be recruited based on prior experience with Crystal Lean Solutions.
- 4.2.4 Candidates are assessed against the job description and the relevant applicants are contacted and invited to Interview Stage 1.
  - For candidates that are successful with Interview Stage 1, they are invited to Interview Stage 2 where they demonstrate their technical capabilities. For trainer roles, this includes a demonstration of teaching and training capability through delivery of training to the interview team.
  - The senior leadership team determines the most successful candidate, and the candidate is notified and offered a contract, subject to passing a medical and reference check.
  - All contracts include a 6-month probation period. During this time, the performance of the trainer is monitored through ongoing review of learner and company feedback.
  - The successful candidates provide copies of documentation to support their academic qualifications and any other relevant supporting documentation.
  - Documentation provided by the successful candidate is maintained in accordance with Crystal Lean Solutions record retention policy POL-36 and all personal data is protected per Crystal Lean Solutions data protection policy POL-49.
  - New trainers are assigned to an induction training program.

### 4.3 Standard requirement for Trainers

The standard requirements that will be included in the job description are as follows:

- Hold a third level degree at a minimum, in the relevant discipline
- A pedagogical qualification. If experienced trainers do not possess a formal pedagogical qualification, this will be organized and completed within the first year with Crystal Lean Solutions.
- A minimum of 5 years relevant experience
- QQI Level 6 or equivalent Train the Trainer qualification.

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## 5. ABBREVIATIONS AND DEFINITIONS

### 5.1 Abbreviations


Abbreviation	Description
QQI	Quality and Qualifications Ireland
GDPR	General Data Protection Regulation
CLS	Crystal Lean Solutions
SOP	Standard Operating Procedure

### 5.2 Definitions

Term	Definition
Pedagogical	Methods and theory of teaching

## 6. RELATED DOCUMENTS


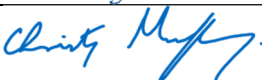
Doc ID	Title
QG1-V2 QQI	Statutory Quality Assurance Guidelines developed by QQI for use by all Providers (April 2016/QG1-V2).
POL-8	Recruitment Policy
POL-36	Record Retention Policy
POL-49	Data Protection Policy

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## 7. SOP HISTORY

Revision #	Reason for Revision
1	Original Version

## 8. DOCUMENT APPROVALS

Role	Name	Signature and Date
<b>Author</b>	Maria Ryan	 24/02/2022
<b>Approver</b>	Christy Murphy	 24/02/2022