



Memo

To: Chief Executive Officer
Each Regional Executive Officer
Each National Director
Each Assistant National Director HR
Each Assistant Chief Finance Officer
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHO
Each Head of HR CHO
Head of HR, PCRS
Each CEO Section 38 Agencies
Each HR Manager Section 38 Agencies
Each Employee Relations Manager
Each Group Director of Nursing & Midwifery
Each Group Director of Midwifery
Each Clinical Director
Director National Ambulance Service

From: Anne Marie Hoey, Chief People Officer

Date: 19th July 2024

Subject: HR Memo 037/2024 - Conditional Job Offers and Contracts of Employment

Dear Colleagues,

The purpose of this memo is to provide clear advice on making conditional offers of employment and the contractual obligations arising from same. Correspondence issued to successful candidates post interview must contain a broad statement that no contract exists unless and until a contract of employment is signed. Recruiters may decline a contract of employment in circumstances where it is reasonable to do so and in particular, where a candidate fails to achieve the appropriate clearances.

Process to be followed

The selection process continues after interviews and formation of the order of merit. Recruiters must outline to the candidate that the opportunity to progress to the next stage of the recruitment process is conditional on the candidate meeting named pre-employment clearances and/or conditions. The HSE has absolute discretion to determine what clearances and/or conditions are required in respect of any potential appointment.

It is important that each candidate be advised in writing that no contractual obligation is formed by post-interview correspondence. It is good practice to advise all candidates not to hand in their notice whilst undergoing the clearance process. Read the "Contract offer process" for more detailed guidance on the recommendation to proceed process which is available on <https://www.hseland.ie> [Go to Hubs & Resources > Discovery Zone > Human Resources > HSE Recruitment & Selection Toolkit > HSE Recruitment & Selection Additional Recruitment Resources].

Issuing a contract of employment

Contracting is the last part of the selection process. If, and when, all clearances have been achieved and salary has been determined, a start date is agreed, a contract is issued by the HSE and is signed by both parties. In general, a candidate who achieves the specified set of clearances set out in an offer correspondence should be given a contract of employment.

With immediate effect, you must use the "Recommendation to Proceed Communication Template" for each successful candidate progressing through the selection process. This template is available on <https://www.hseland.ie/> [Go to Hubs & Resources > Discovery Zone > Human Resources > HSE Recruitment & Selection Toolkit > HSE Recruitment & Selection Additional Recruitment Resources].

The [Recruitment Standards](#) webpages provide further information on recruitment processes and standards in the HSE.

Queries

Queries from employers can be directed to the Recruitment Quality Standards and Advisory Unit at gsa.recruitment@hse.ie

Yours Sincerely,



Anne Marie Hoey
Chief People Officer