Health Information and Quality Authority

An tÚdarás Um Fhaisnéis agus Cáilíocht Sláinte



Recruitment

Frequently Asked Questions

The Health Information and Quality Authority (HIQA) is an equal opportunities employer.

HIQA is an independent authority established to drive high-quality and safe care for people using our health and social care services in Ireland. Our role is to develop standards, inspect and review health and social care services and support informed decisions on how services are delivered.

Where can I find information about HIQA vacancies?

All vacancies are listed on our Careers Page. You can also find our vacancies on publicjobs.ie, where you can set up alerts.

What are the steps involved in HIQA's recruitment process?

The recruitment process typically includes the following steps:

- Advertisement of the role, with a candidate information booklet.
- Submission of an online application form.
- Shortlisting by a selection panel, based on the role description.
- A competency-based interview that may include a presentation or other exercises, depending on the role.

How do I apply for a vacancy?

You can apply for any vacancy by submitting a completed application form through our Careers Page. Please note that we do not accept unsolicited CVs or open applications.

Can I submit an open application or CV to HIQA?

No, HIQA does not accept open applications or unsolicited CVs. All applications must be submitted through our Careers Page using the appropriate application form.

How do I confirm that my application has been received?

Once your application is submitted, you will receive a confirmation email from noreply@eu.123formbuilder.com. Please check your junk or spam folder if you do not see the email in your inbox.

Will my application be accepted if it is submitted after the closing date?

Late or incomplete applications will not be accepted or considered.

What should I do if I encounter technical issues with the online application form?

If you experience any technical issues, please report them via our online Helpdesk.

What happens after I apply?

After the application deadline, a selection panel will review and assess applications based on the eligibility criteria outlined in role description in the Candidate Information Booklet.

When will I receive the outcome of my application?

You will receive an email, typically 3 to 4 weeks after the closing date. Please check your junk or spam folders to ensure you don not miss any communication.

What happens next?

If you are invited to the next stage of the process, this may involve an assessment or an interview. Full details will be provided via email correspondence.

What should I expect if I am invited to attend interview?

Most roles have one interview, lasting between 45 minutes and an hour. Candidates may also be asked to complete a presentation, and full details will be provided in the interview invitation.

How can I prepare for my interview?

At HIQA, you will be interviewed by a selection panel, typically comprising of the hiring manager, a business area representative, and a human resources representative.

HIQA strives to ensure gender balance on the panel.

The interview will be competency-based and aligned with the HIQA Competency Framework. You can refer to the Candidate Information Booklet for an overview of the required competencies and proficiency levels.

Preparation Tips:

- Link your qualifications and experience to the role requirements.
- Use specific examples to demonstrate your experience, achievements and the roles you played.

You will find further information in relation to interviews in our Interview Guide; this also includes advice on how to prepare for remote interviews.

Can I apply for more than one vacancy at the same time?

Yes, you can apply for any roles for which you meet the criteria.

Can I reapply for future roles if I am unsuccessful?

Yes, you can reapply for any future roles for which you meet the criteria.

What are the guidelines for review and appeal?

In the first instance HIQA encourages candidates to request feedback on their application and/or assessment performance. Feedback can provide additional context regarding decisions made during the recruitment process and may assist candidates in understanding the outcome of their application.

In accordance with the Commission for Public Service Appointments (CPSA) Code of Practice, HIQA will seek to address any review or appeals informally in the first instance, where appropriate.

If candidates are dissatisfied with an action or decision further information on the review procedures and the CPSA Codes of Practice is available at www.cpsa.ie.

Where can I find information about pay and annual leave?

Pay and leave entitlements are outlined in the Candidate Information Booklet for each role. We also offer additional benefits, which can be found on our website.

Is salary negotiable?

No, salaries are in line with public sector pay policy. Successful candidates generally start at the first point of the scale. Exceptions may apply if the candidate is currently or previously employed in the public sector in a similar grade and pay scale.

If offered a position, when would I be expected to start?

While HIQA respects notice periods, if you are offered and accept a position you must be available to take up that position within a reasonable time frame.

For additional support or information, please visit our Careers Page or contact our Helpdesk.