



Health Information and Quality Authority

An tÚdarás Um Fhaisnéis
agus Cáilíocht Sláinte

Recruitment – Frequently Asked Questions

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 an online candidate information booklet.
- Submission of an online application form.
- Shortlisting by a recruitment panel, based on the candidate information booklet.
- 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 recruitment panel will review and assess applications based on the eligibility criteria outlined 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't 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](#). 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 Guidance Document; 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.

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 [here](#).

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](#).