

# Frequently Asked Questions (FAQ's)

## Clerical Officer Temporary Talent Pool

You will note there is no closing date stated for this campaign. This is to allow us to capture as many applicants as required to fill these temporary posts on an ongoing basis. We may introduce intermediate “cut off” dates in order to alert potential applicants that we will be drawing from the applicant pool to fill vacancies existing vacancies. Once we have a sufficient number of applicants we may introduce a final closing date. Interview dates will be communicated to eligible applicants if and when they are scheduled. A Talent Pool will be formed and current vacancies filled. If the talent pool becomes depleted we may reopen the campaign and invite further applicants to the process. Please note:

1. Eligibility Criteria will be set out in the Job Specification, which candidate will be required to meet – Candidate may be required to attend a computer proficiency test in advance of interview. Interviews will be competency based.
2. A Talent Pool will be created for each regional area within Tusla (5 in total) – Corporate Offices Dublin, Dublin North East (DNE), Dublin Mid Leinster (DML), West and South. Candidate will be required to select area of interest. In the first instance the candidates will be interviewed for their first preference. Second preferences may be considered if temporary posts are not filled from first preference interviews.
3. Talent Pool will be used to used to fill short-term temporary cover by Specified Purpose Contract as they arise within each Area
  - a. E.g. Longterm Sick leave/ Maternity Leave/ backfilling of temporary appointment/promotions until filled in a permanent capacity.
4. Contracts may vary in length. At the end of a contract candidates may remain in the Talent Pool in order to fill future vacancies as they arise.
5. Initial talent pool of approx 10 successful candidates will be set up in each region. As the panel depletes, further candidates who express interest will be called to interview and if successful, will be placed in the Talent Pool.
6. Clerical Officer Salary scale and Terms & Conditions will apply. Candidates whom have had previous experience with TUSLA or other relevant public service may seek incremental credit. The candidate will need to provide verification of same. Performance Management will be ongoing throughout duration of contract.