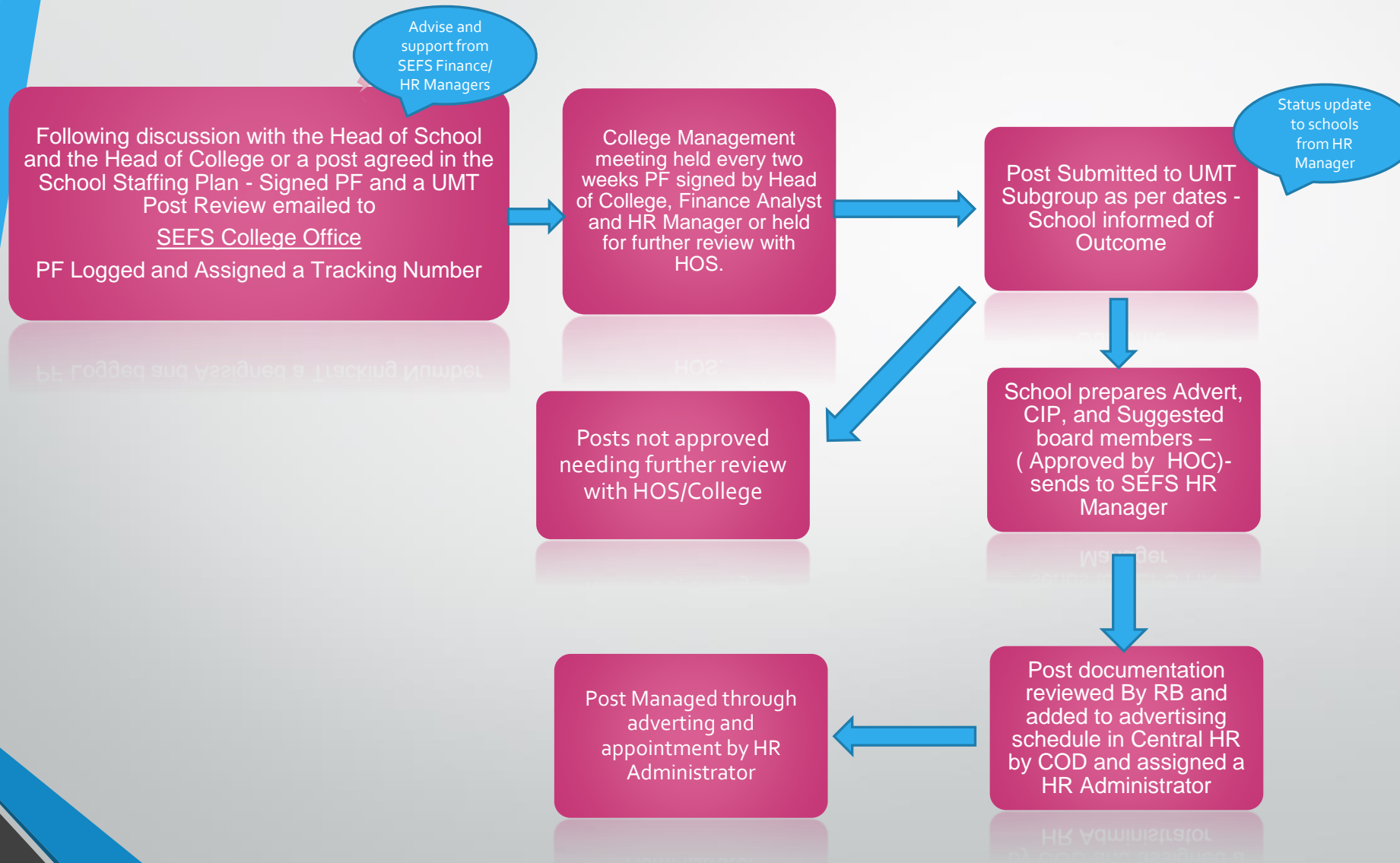


Process for Approving/Advertising Posts SEFS





Key HR Contacts

Ruth Buckley - HR Coordinator – UMT Post Submissions, CIP/Advert Preparation, Interview boards, templates

Carol O'Dwyer - HR Coordinator - Recruitment, Admin Probations, Contracts, Work Permits

Laura McSweeney - HR Coordinator - Research Recruitment & Contracts, Hosting Agreements

Kathy O'Connell –Leave Advisor - Annual Leave, Maternity Leave, Sick Leave, Career Break, Force Majeure, Additional Leave

Deadlines for Receipt of PF and UMT support Documents for 2021

Deadlines for Receipt of PF and UMT support Documents for 2021			
Submission Date to SEFS	Review by SEFS	Submission to HR	Review by Sub-group
13 th January 2021	18 th January 2021	20 th January 2021	27 th January 2021
27 th January 2021	1 st February 2021	3 rd February 2021	10 th February 2021
10 th February 2021	15 th February 2021	17 th February 2021	24 th February 2021
24 th February	1 st March 2021	3 rd March 2021	10 th March 2021
9 th March 2021	15 th March 2021	16 th March 2021	24 th March 2021
24 th March 2021	29 th March 2021	31 st March 2021	7 th April 2021
7 th April 2021	12 th April 2021	14 th April 2021	21 st April 2021
19 th April 2021	21 st April 2021	28 th April 2021	5 th May 2021
5 th May 2021	10 th May 2021	12 th May 2021	19 th May 2021
19 th May 2021	17 th May 2021	26 th May 2021	2 nd June 2021
2 nd June 2021	8 th June 2021 (Tues)	9 th June 2021	16 th June 2021
16 th June 2021	14 th June 2021	23 rd June 2021	30 th June 2021
30 th June 2021	5 th July 2021	7 th July 2021	14 th July 2021
14 th July 2021	12 th July 2021	21 st July 2021	28 th July 2021
28 th July 2021	3 rd August (Tues)	4 th August 2021	11 th August 2021
11 th August 2021	16 th August 2021	18 th August 2021	25 th August 2021
25 th August 2021	30 th August 2021	1 st September 2021	8 th September 2021
8 th September 2021	13 th September 2021	15 th September 2021	22 nd September 2021
22 nd September 2021	27 th September 2021	29 th September 2021	6 th October 2021
6 th October 2021	11 th October	13 th October 2021	20 th October 2021
20 th October 2021	26 th October (Tues)	27 th October 2021	3 rd November 2021
3 rd November 2021	8 th November 2021	10 th November 2021	17 th November 2021
17 th November 2021	22 nd November 2021	24 th November 2021	1 st December 2021
1 st December 2021	6 th December 2021	8 th December 2021	15 th December 2021