

Office of Human Resources
Expressions of Interest guidance

Introduction

This guidance is produced by the Office of Human Resources (OHR) for Departments/Boards/Offices who would like to limit their recruitment exercise to a certain area by inviting expressions of interest from existing staff members. This process is usually completed outside of the central recruitment system, Jobtrain, which means the vacancies are not openly advertised across the whole of Isle of Man Government.

Using Expressions of Interest for permanent roles

In the interest of fairness and equal opportunities, the Office of Human Resources would advise that permanent posts are advertised via Jobtrain and not through expressions of interest. Permanent posts can be advertised on Jobtrain as internal to government only which will limit your pool of applicants to those employed by the Isle of Man Public Service's Departments/Boards/Offices, Isle of Man Post Office and Manx Utilities Authority.

Using Expressions of Interest for limited term roles

Although open recruitment via Jobtrain is recommended for all vacancies, limited term appointments could be filled via an Expressions of Interest exercise to promote and support internal staff development opportunities.

What to think about before using Expressions of Interest to recruit

To ensure a smooth recruitment exercise OHR would recommend you think about the following before using an Expressions of Interest process:

1. **Do you need approval from your Accounting Officer to recruit this way?** You won't be using Jobtrain so your job won't go through an approval process, so you'll need to ensure you have permission to recruit this way.
2. **Do you have a vacant PiP position to use?** This won't be checked by the Office of Human Resources so you need to ensure you have the budget, headcount and PiP position set up ready for the successful candidate to go into.
3. **Who will you invite the expressions of interest from?** Will it be a team, a Division, a Department? It's important that you consider if there would be anyone else outside of the area who would be interested in the role and meet the person specification. How will you ensure no one is left out? Also think about those on parental leave/sickness leave/limited term appointments elsewhere?
4. **Is there potential that you could appoint someone that requires a work permit?** If the answer to this is yes it is advised that you advertise the vacancy externally via Jobtrain due to work permit advertising requirements to prove you have satisfactorily tested the local labour market. In exceptional circumstances the Work Permit Committee may consider work permit applications for roles not

advertised however it is advised you contact the Work Permit Office prior to commencing this process for guidance.

What should I include in an Expressions of Interest email?

It is advised your email should include:

- A brief summary of the role
- A copy of the job description and person specification
- A contact to get in touch with to confidentially discuss the role
- A request for interested candidates to provide a CV or summary of how they meet the person specification and optionally their motivations for apply
- The deadline date and time for receipt of expressions of interest

Do I still need to shortlist and interview?

Yes. You must follow the [Recruitment and Selection Policy](#) no matter how you recruit. This means you must ensure that:

- Applicants are considered equally on merit at each stage of the selection process
- Selection is based on relevant and objective criteria applied consistently to all applicants
- Selection methods are reliable and free from bias.

Who will send out the invitations to interview?

You will be required to organise your own invitations to interviews, as well as notifying those not shortlisted. The HR Changes Team in the Office of Human Resources are not responsible for administration related to Expressions of Interests, apart from the actual appointment paperwork.

Will I still require an independent panel member?

For Public Services Commission (PSC) roles you should ensure you are following the Recruitment Principles and Policy rules in relation to panel make up. This means for roles in Pay Band 13, Skill Zone 5 or above you should have an independent panel member present for shortlisting and interviews.

What do I need to do after interviews?

Following your interviews you will need to:

1. Notify the successful and unsuccessful candidates
2. Provide feedback if requested to any candidates involved in the process
3. If required, negotiate and agree start date with current line manager
4. Transfer the successful candidate into your position using PiP

Who can I speak to for help and advice?

Feel free to contact the HR Changes Team by calling 694303 or emailing pipchanges@gov.im for guidance.

Useful Links

- [Isle of Man Government Recruitment and Selection Policy](#)
- [Department for Enterprise – Guide to Work Permits](#)

- [Jobtrain Hiring Manager Login page](#)
- [PiP User Guides](#)