Recruitment Process KPI

Manager completes Budget Authorisation Form (BAF) → Resourcing Team receive BAF from finance — 2 days → Advert placed on Trac and NHS Jobs — 10 days → Advert closes — 1 day → Resourcing Team send shortlisting to manager after advert closes (Within 1 working day)

Ideally less than 10 working days

— 2 days → Manager completes shortlisting (Within 2 working days) ← 2 days — Invites to interview sent (Within 2 working days) ← 15 days — Interview takes places (Within 2 working days) ← 2 days — Manager sends successful candidate details to Resourcing Team (Within 2 working days)

Ideally less than 15 working days

— 2 days ↓ Resourcing Team sends offer letter and start pre-employment checks (Within 2 working days) — 2 days → Pre-employment checks completed (Within 17 working days) — 17 days → Checks cleared — 2 days → Start date arranged / Contract of employment sent

45 working days (Advert closing date to start date arranged)

Recruitment Responsibility

Manager's Responsibility