

RECRUITMENT PROCESS FLOW CHART

NEED TO RECRUIT

If vacancy arises due to resignation – Recruiting/Line Manager or leaver needs to ensure a [Leaver Form](#) is completed to avoid over payment.



POST REQUIREMENTS

Recruiting/Line Manager reviews post requirements, job description and person specification before proceeding to advert.



RECRUITMENT FORM COMPLETION AND AUTHORISATION PROCESS

Recruiting/Line Manager completes [Budget Authorisation Form \(BAF\)/Recruitment Form](#) and must include the number of vacancies (WTE), the closing date, interview date, advert text, names of shortlisting and interviewing panel members, a current AfC approved Job Description and Person Specification which is automatically sent to Finance. Additional approvals may be required depending on the role.

Once approved by Finance, the [Recruitment Form](#) is forwarded to the Resourcing Department to advertise the vacancy.



REDEPLOYEES, AT RISK STAFF AND APPRENTICESHIP

Once received by the Resourcing Department, the vacancy is firstly considered for redeployees, at-risk staff, local employment scheme and apprenticeship in accordance with the Trust's [Redeployment Procedure](#). Any jobs that have been identified as potentially suitable will be placed on the restricted vacancy list for no less than 1 week and all potentially suitable redeployees/at-risk staff will be notified of the vacancy and the closing date.



ADVERTISING

If the vacancy is not suitable for any redeployees/at-risk staff, the Resourcing Department will place the advert on Trac/NHS Jobs. Adverts can be placed internally or externally as per the recruiting manager's request. If no suitable candidates are identified, consideration will be given to using external publications/websites. Any external advertising costs will be attributed to the Recruiting Manager's budget.



SHORTLISTING PROCESS

Once the advert has closed, the Recruiting Manager and other identified shortlisters are required to shortlist. When shortlisting candidates, managers must assess each candidate against the person specification and will score candidates directly onto the [Trac Jobs website](#). The lead shortlister (usually the Recruiting Manager) will identify which candidates to invite through to an interview/assessment on Trac Jobs. Recruiting managers may be asked to justify the selection and non-selection decisions made.



INTERVIEW PROCESS

Upon receipt of shortlisting completion notification and interview details (date, time, panel members, assessment etc.) on Trac Jobs, the Resourcing Department will send interview

invites. Interview panel packs will be sent electronically from Trac to the interview panel 1 working day before the interviews. Interview panel members can also access the interview packs on Trac Jobs.

When interviewing/assessing, the interviewers/assessors must assess each candidate against the Person Specification and Trust Values (see Values Based questions). Panel members may be required to provide written documentation to justify the selection and non-selection decisions made.

Recruiting Manager to return interview paperwork, including an Interview Record Form for all candidates, all interview notes and a Notification of Successful Candidate Form on Trac, for any successful candidates, to the Resourcing Department. It is also recommended that the Recruiting Manager contacts any successful candidates directly to offer them the post verbally subject to satisfactory pre-employment screening.



OFFER OF EMPLOYMENT

The Resourcing Department will send out an offer letter to any successful candidates upon receipt of the Notification of Successful Candidate Form via Trac. They will also send a regret email to any unsuccessful candidates. The recruiting manager should offer constructive feedback to those unsuccessful candidates. This is especially important for the continuing professional development of NHS staff.



PRE-EMPLOYMENT CHECKS

Offers are subject to a series of pre-employment checks which will be carried out by the Resourcing Department.

They will include:

- Satisfactory References received and approved by the Recruiting Manager
 - DBS Clearance
 - Occupational Health Check Clearance
 - Proof of Right to Work
 - Professional Registration (If required)

As part of the pre-employment checks process, all new starters are required to book a Pre-Employment Checks appointment with the Resourcing Department



STARTER LETTER

Once all pre-employment checks are complete, a Starter Letter will be sent to the successful candidate and the Recruiting Manager will be invited to agree a start date.



CONTRACT OF EMPLOYMENT

Once the Recruiting Manager confirms the start date, the Resourcing Department will send out the Contract of Employment at which stage the successful candidate will be booked onto Corporate Induction and New Starter Day where they can collect their ID badge and smartcard.