
Purpose

The purpose of this policy is to facilitate the recruitment of individuals who match the specifications of Care Group vacancies, in a way that is fair, cost-effective and reflects Care Group commitment to equality and diversity.

Principles

Vacancies will be filled via a competitive selection process, using fair and robust job-related criteria.

Recruitment and selection processes should be accessible to all, taking account of the need to make reasonable adjustments for disabled candidates.

All continuing vacancies and vacancies of three months or more will be advertised internally across the Care Group.

Advertising

Vacancies will be advertised nationally via NHS Jobs.

A vacancy may be advertised to a restricted distribution in areas that are undergoing a restructuring process or an internal reorganisation.

Care Group employees may apply for any vacancy for which they are qualified and without prejudicing their current position.

Shortlisting, selection and assessment

Shortlisting and selection would usually involve the hiring manager and at least one other person.

Progress through each stage of selection will be determined by the extent to which a candidate's skills, knowledge and experience match the requirements of the role.

Evidence may be gathered in a variety of ways including the application form and some other formal assessment process. At least one stage of any selection process should involve an interview.

Employees are encouraged to notify their manager when invited to attend a Care Group selection process. The manager will then make every reasonable effort to facilitate their

attendance. Those who choose not to notify their manager must make arrangements to attend in their own time, or take annual leave.

Care Group employees who have applied for an internal vacancy can expect to receive timely feedback.

Start date for internal candidates

When an internal candidate is appointed the start date should be agreed between the employee's current manager and the hiring manager. It should be as soon as practically possible and usually within a maximum period of eight weeks from acceptance of offer.

Appointments without competition

In certain circumstances it may be appropriate or practical to fill a vacancy without a competitive selection process. The rationale for doing so should include an assessment of the potential impact and approval sought in advance from the HR Director.

Circumstances in which this may be appropriate include:

- If there is a suitably qualified employee seeking redeployment, provided this does not involve a promotion.
- Where the Care Group has committed to reinstate an employee on return from a secondment to another organisation, or a career break, provided that this does not involve a promotion.
- Where there are overriding operational considerations of an exceptional nature.
- Where a similar vacancy has been advertised so recently that the field of candidates is unlikely to have changed [usually within the last four months].
- Where there has been no substantial change to the principal responsibilities of a role, but it has been re-graded as a result of an evaluation process.

Recruitment process

Request to recruit

Existing posts that become vacant

Has the employee submitted a resignation letter and has a *Leavers Form* been completed?

Does the post need to be recruited to?

Could the work be redistributed or could the role and responsibilities be reorganised?

Authorisation required

A fully completed *Approval to Recruit* form must be submitted for approval before any vacancy is advertised, existing or new [an updated job description and person specification should be attached].

Advertising

Things to consider when advertising

Think about any additional information you want to attach to the advert that might attract or interest potential candidates.

All jobs will be advertised through NHS Jobs but also consider if the post requires extra advertising, such as specialist publications?

If the post is likely to be high volume consider setting a maximum number of applications before the advert is closed.

Consider adding filtering questions to the advert so that candidates are pre-selected.

Work up a recruitment plan with timeframes for filling the role, including advertising period, time for shortlisting and interview date [include the planned interview date in the advert if you can].

It is worth monitoring the applications whilst the job is live and consider closing the advert if a large volume is received.

Shortlisting

Things to consider when shortlisting

Ensure the all shortlisters have live NHS Jobs accounts.

Ensure notes of shortlisting decisions are recorded for feedback purposes

The interview panel should be minimum of two and maximum of four members [seniorexecutive posts may have a larger panel].

Agree your selection and assessment process and provide relevant details to candidates invited to interview.

Inviting to Interview

Things to consider when inviting candidates to interview

Take care to identify candidates who consider they have a disability and may need adjustments at interview.

Provided details of any selection assessment so that candidates are aware before they arrive.

Assessment and Interview

Ensure arrangements are in place for administering any selection tests.
Ensure that where reasonable adjustments have been requested, these are accommodated where possible and are communicated to the panel
Check out with the candidate the work experience they have described on the application.
Check that the experience matches any reference information provided.
Explore any gaps in work history.

Professional registration and qualification, identity checks and right to work checks

Take copies of original documents and write the date viewed and “original seen” on the copy. Copies should also be signed.

After the interview

Complete the interview decision paperwork.
Collate all interview notes and outcomes.
Try to make a decision within one working day of the interview being held.
Contact candidates by phone to advise whether they have been successful.
Provide feedback to successful and unsuccessful candidates if requested.
Make a verbal conditional offer of employment to the preferred candidate.
Complete the *Conditional Offer Request*, attach verified copies of documents and forward to the HR Administrator.

Conditional offer

The offer of employment will be subject to the following checks:

1. Identity checks
2. Employment History and Reference checks
3. Work Health Assessments
4. Professional Registration and Qualification checks
5. Right to Work checks
6. Criminal Record checks

These checks form the NHS Employment Check Standards, which the Care Group has chosen to operate.

Unconditional offer and Induction

Unconditional offer

Once all checks have been completed satisfactorily the employment contract will be issued.

Induction

The care group induction process will be followed.
The hiring manager commences the *New Joiner Process*.