

**Tower Hamlets GP Care Group**

recruitment process

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| **Post becomes vacant** | Check the post is still required, could any work be redistributed, or maybe it’s time to skill mix and spend the money differently |

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| **Gain approval to recruit**  | New posts must be approved at Exec director level. Replacement posts can be approved by the budget holder, usually the service manager.  |  |

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| **Prepare to recruit** | Prepare a recruitment timetable, revise/draft a job description and person specification and check the pay is correct, write your advert. If you are unsure about the pay grade contact HR |  |

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| **Advertise the job** | All Care Group jobs are advertised on NHS Jobs. Use the Job Advert Request to prepare your advert and send to HR to process  |  |

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| **Shortlist the applications** | Carry out shortlisting based on the person specification for the job |  |

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| **Invite candidates to interview** | The panel chair should arrange the interview timetable and invite the candidates. The attached template letter can be used for this |  |

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| **Conduct interviews and select preferred candidate** | Use the interview outcomes form to score the candidates and identify the person you want to offer the job. Also decide if there is a second appointable candidate |  |

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| **Inform candidates of the outcome**  | The panel chair should inform candidates of the outcome by phone. The completed Conditional Offer Form should be emailed to HR – the conditional offer will then be sent to the candidate and the pre-employment checks will be completed |  |

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| **Agree start date** | HR will inform the line manager the checks have been completed and they should confirm the start date with the successful candidate  |

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| **Complete New Starter Form and arrange for employment contract to be issued** | The manager should complete the New Starter Form and Employment Status Checklist with the employee on their first day. The New Starter Form must be signed by the budget holder and both forms emailed to HR so that the employment contract can be issued. |  |

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| Please send completed *shortlisting forms* and *interview outcome forms* to HR for filing. These will be kept for six months and used as evidence if any candidate challenges the process. |