Recruitment Flowchart (2021)

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| **Recruiting Manager Responsibility**  **Advertising**  Post Becomes Vacant   * Review Job Description and Person Specification to ensure accurate and up to date, including involvement of appropriate professional lead. * If role redesigned, discuss with HR to ensure Banding of role is accurate * If role is new, discuss with HR regarding appropriate A4C Banding process. * Complete Establishment Control Form (ECF) * Once all sections are completed and signed, forward to the **HR Recruitment Inbox**. If the role is new, to include the JD and PS   ***NB: Failure to complete all sections including signatures will result in delay to advertising process***   * Following receipt of authorisation to recruit, email Recruitment Team with advert, JD and PS, advertising requirements and interview date. Email should include the **Vacancy Row Number** issued by Recruitment Team **(within 1 week of being notified)** * If the vacancy is to be placed on hold the Recruitment Team must be informed why so that the recruitment dashboard can be updated   ***NB: It is the Recruiting Managers responsibility to ensure that information provided is correct i.e. contact telephone numbers, etc.***   * Check advert online and inform Recruitment Team if any problems identified. * Monitor progress of online applications by logging onto [www.jobs.nhs.uk/employers](http://www.jobs.nhs.uk/employers) *(Username, password and security pin required – issued by Recruitment Team.)* * Inform Recruitment Team if wish to close vacancy due to high/ low numbers of applicants      * Manager to liaise with HR Team in relation to ‘at risk’ applicants   **Shortlisting**     * Shortlisting to be undertaken by undertaken by a minimum of 2 shortlisters * Log onto [www.jobs.nhs.uk/employers](http://www.jobs.nhs.uk/employers) to review applications and shortlist online * If no applicants, agree with Recruitment Team options and next steps. * Check to see if any applicants have identified a disability/ at risk status/ armed forces member and ensure these are shortlisted in line with the Guaranteed Interview Scheme. **(Discuss with Recruitment Team if unsure)** * Once online shortlisting is complete, fill in all appropriate sections of the **Interview Details** form and email to [AdminRecruitmentTeam@rdash.nhs.uk](mailto:AdminRecruitmentTeam@rdash.nhs.uk) by the deadline given   ***NB Missing information on the form will result in delays. It is the responsibility of the manager to ensure that contact numbers are accurate***   * Recruiting Manager to make arrangements for interview on the day (room booking if face to face or sending Microsoft Teams invite if via videoconferencing)   **The Trust KPI for recruitment (from ECF approval to interview date) is 7/8 weeks. This will be monitored and reported on by the Head of Workforce and Transactional Services**  **Interviewing**  During interview:   * Complete an initial photographic identity check and take a copy of the document seen * Check any professional registration/ qualifications essential to the role * Ensure candidate is fully aware of requirement to disclose any cautions or convictions (if required) * Check full employment history and ensure all gaps are accounted for. * Ensure references are appropriate and match to employment history   ***NB: All documentation must be checked, photocopied, signed, dated and retained by the Recruiting Manager***  **Post Interview**   * Once preferred candidate(s) have been identified, complete **Successful Candidate Details Form** for each successful candidate and return to the Recruitment Team at: [AdminRecuitmentTeam@rdash.nhs.uk](mailto:AdminRecuitmentTeam@rdash.nhs.uk). Email must include Vacancy Reference Number, Job Title and candidate(s) name **(within 2 days of interview)** | **Recruitment Team Responsibility**  To review any new/ revised job descriptions in line with Agenda for Change Job Evaluation process   * Check all relevant information and signatures are contained within the ECF and present to the Establishment Control weekly panel using the Establishment Control Spreadsheet. * Once ECF is returned from the weekly panel liaise with the Employee Relations Team to identify any vacancies to be held for ‘At Risk’ staff. * If vacancy **NOT** required for ‘at risk’ email sent to Recruiting Manager confirming authorisation of recruitment including a **Vacancy Row Number** to allow tracking on Vacancy Dashboard **(within 1 day of panel being held)** * Recruiting Managers will be asked to provide details for advertisement and confirmation of interview date and given a deadline of 7 days to respond   Advertise vacancy via the NHS Jobs website and email Recruiting Manager confirming Vacancy Reference Number and closing date (usually **2 weeks** unless agreed otherwise) **(Within 2 days of all appropriate documentation being agreed and received)**   * Monitor number of applications and inform recruiting manager if :   - Number of applicants exceeds 75  - There are no applicants within 1 week   * If vacancy is required for ‘at risk’ staff, the vacancy will be placed on NHS Jobs as agreed by the Recruiting Manager (**within 2 days of being notified**) * At risk candidates will be given an ‘at risk account’ which should be used to apply for any potentially suitable vacancies. * Recruiting Manager will be informed via email that any at risk applicants are to be given preferential consideration. * If no ‘at risk’ applicants on NHS Jobs email manager who can proceed with standard shortlisting process   + - * Vacancy to be closed down on NHS Jobs * Email recruiting manager to inform vacancy has closed. * If vacancy has no applicants, agree with manager next steps. * Email **Interview Details** **Form** to manager to complete and provide deadline for completion * Forward any paper applications (minus personal details section) to manager * Enter paper application details on NHS Jobs to allow online shortlisting. * Check all details on Interview Details Form have been completed and are appropriate * Send out invite to interview letters to shortlisted candidates via NHS Jobs **(within 2 days of receiving pro forma)** * Candidate to confirm interview slot via NHS Jobs * Prior to interview date, signpost Recruiting Manager to NHS Jobs website where details of candidates confirmed for interview can be found * Send Recruiting Manager **Successful Candidate Details Form** * Send initial offer letter (**within 2 days of receipt of Successful Candidate Details Form)** to candidate confirming offer subject to completion of pre-employment checks. Letter to include: * Email link, username and password to access online Occupational Health pre-employment check. * OH requirements regarding evidence of appropriate vaccinations (if applicable) * Disclosure and Barring Service application form (if applicable) * Declaration Form * Employment check consent form * Request for candidate to provide documentation for ID check, DBS and eligibility to work purposes * Letter to include request for candidate to contact the Recruitment Team to schedule a time to attend and provide the above documentation so that pre-employment checks can be undertaken * Send copy of initial offer letter to manager      * Send out reference request **(within 3 days of receipt of request)** utilising ESR IAT process for internal candidates. * Recruitment team to chase references for preferred candidate with referee and candidate after 1 week and 2 weeks. If no response, recruiting manager to be notified and a decision made on progression of offer of employment. * Schedule time for successful candidate to attend Holly Lodge and: * Review documentation for ID check, DBS, eligibility to work and Smartcard issue purposes * Complete manager section of Disclosure and Barring Service application form ensuring all appropriate documentation has been checked * Check Disclosure and Barring Scheme form to ensure all sections completed appropriately and send completed form to the Recruitment Team for processing, storage and disposal (within 2 weeks of offer letter being sent out) * Review declaration form and store for 6 months then destroy.   Please note that **ONLY** the candidate will receive a copy of the DBS certificate.   * Monitor online OH information to ensure candidate completes occupational health questionnaire within **7 days**. * Recruitment Team to chase with candidate if not completed within 7 days   + - * Ask candidate to provide original DBS certificate for checking and recording onto ESR * Certificates which contain any cautions or convictions must be discussed with the Employee Relations Team * Once all pre-employment checks have been completed, populate the **Employment Check/ Final Offer Details Form** and send to the Recruiting Manager for approval. * Liaise with new starter to confirm start date and working arrangements. * Complete the **Employment Check/ Final Offer Details Form** with these detailsand return to the Recruitment Team. * Complete the Final Offer letter and send to candidate confirming start date, position and salary details. Letter to request candidate confirm acceptance of offer of employment * Confirm access details for the ESR Applicant Dashboard * Once candidate has confirmed acceptance of offer of employment, populate the contract of employment and send to the Recruiting Manager ready to issue on first day of employment * Send via email to the Recruiting Manager all information relating to the recruitment process for the new starter, which will form the start of the personal file. * Make arrangements for new starters first day of employment * Save all documentation received in the new employee’s personal file * Store job relevant paperwork for 12 months and destroy   **The Trust KPI for recruitment (from ECF approval to final offer letter) is 12 weeks. This will be monitored and reported on by the Head of Workforce and Transactional Services**  **Start Date Ready**   * Complete Start Date Ready Checklist identifying any requirements for the new starters first day of employment and return to the Recruitment Team. * Email Recruiting Manager Start Date Ready Checklist   Complete any required start date ready actions including:   * Book candidate on Corporate Induction * Issue ID badge * Set up IT access/ email access * Complete new starter form * Schedule SystmOne Training (if required) * Issue Smartcard (if required) * Order uniform (if required) * Order agile working equipment (if required)   **First day of employment**   * Complete photographic ID check of new starter and compare against ID documentation on personal file * Issue contract of employment * Issue Welcome Pack containing * ID Badge * Smartcard (if required) * List of useful contacts * Undertake local induction |