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 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. 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
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