Recruitment

1 What this policy covers

This policy sets out GHC's recruitment process and standard for recruitment and selection to support high-quality care, comply with legislation and follow best practice. It explains the roles and responsibilities of those involved and outlines the key stages of the process.

2 Principles

GHC is committed to providing a transparent, professional, credible and equitable process for handling all internal and external applications for job vacancies by:

- complying with GHC's diversity, equality and inclusion principles
- ensuring that appropriate qualification requirements and UK registration requirements are met for appointments to all posts
- ensuring that NHS employment standards are met
- ensuring that essential documentation such as contracts of employment are issued in a timely manner.

This policy covers all appointments made by GHC except for Chief Executive, Director, Non-Executive Director and Medical Consultant appointments.

3 Responsibilities

Recruiting managers are responsible for:

- ensuring that they complete GHC's recruitment training and know how to use GHC's recruitment system before undertaking any recruitment
- following GHC's recruitment process and providing all necessary information promptly to support an effective process
- considering all options available to them when filling a vacancy and discussing vacancy authorisation with budget holders and finance managers before creating a vacancy
- keeping in touch with candidates during the recruitment process and onboarding new starters successfully
- ensuring that their support staff are sufficiently trained on GHC's recruitment system when assisting with the recruitment process.

All staff involved in the recruitment process are responsible for:

- completing GHC's recruitment training before taking part in recruitment activities
- making selection decisions fairly, based on applicants' values, skills and capabilities
- declaring if they have a close personal or family relationship with an applicant as soon as they are aware of the individual's application and avoiding any involvement in the decision-making process.

The Recruitment team is responsible for:

- supporting managers to find the best candidates
- providing guidance on using GHC's recruitment system
- ensuring that the recruitment process is conducted in a professional, timely and responsive manner, in line with NHS Employers recruitment standards and regulations
- focusing on the team's priority to complete pre-employment checks and issue offer letters/contracts.

The Finance team will authorise vacancy requests in a timely manner and liaise directly with recruiting managers if they have any questions.

4 Policy in practice

4.1 Creating the vacancy

When a post becomes vacant you should first assess the need for the post against the team's and service's workforce needs and budget.

You should review the existing job description and person specification or create a new one to accurately reflect the post's requirements and ensure that:

- the job description sets out the main duties to be undertaken by the postholder
- the person specification sets out both the essential and desirable criteria in terms of skills, knowledge and experience for the post.

The criteria in the person specification should be directly related to the post and applied equally to all applicants. When writing the person specification you should ensure that the criteria you use do not indirectly discriminate against certain groups of applicants.

If you have changed a job description and person specification or created it a new one, you will need to submit it for job evaluation before the post can be advertised.

Once you have the job description and person specification finalised, you should request authorisation for the post through Trac.

There may be times where you need temporary cover for a post. Any vacancies for temporary posts that will be for more than 12 weeks have to be advertised. You can seek advice on temporary cover arrangements from HR.

4.2 Advertising

All roles are advertised through Trac, including roles that are internal-only or expressions of interest. It may be possible to appoint directly for roles that are temporary cover arrangements lasting for less than 12 weeks, without them being advertised on Trac.

The minimum time a post can be advertised is seven calendar days. If you would like any additional targeted social media support for a vacancy, contact the Communications team once the vacancy is live.

Any GHC employee who has been 'acting up' into the post cannot automatically be placed in the role. They will need to apply to be considered for it if it is advertised as a longer-term or substantive post.

4.3 Shortlisting

GHC employees subject to the formal redeployment process should be considered first for suitable vacancies before they are made available to other applicants.

Shortlisting has to be carried out by the named individuals on Trac, using the pre-set shortlisting criteria. If you need to change any of the people shortlisting for a vacancy in Trac, contact the appropriate designated Recruitment colleague or the Recruitment team.

When shortlisting:

- you should shortlist all suitable applicants. For roles Band 3 and higher, this includes suitably qualified applicants who do not currently have the right to work in the UK. It is a directorate-level decision as to whether direct international recruitment is possible
- you must shortlist any applicants who apply under the Disability Confident Scheme if they meet the essential criteria on the person specification.

GHC has a legal obligation to comply fully with the provisions of the Rehabilitation of Offenders Act. This means applicants may not be required to disclose all spent convictions on their application, it will depend on the type and length of the convictions or if the role is exempt from the Act.

You can provide constructive feedback to applicants who have not been shortlisted if they request it.

4.4 Interviews

You will need to send shortlisted candidates the details of the interview at least seven calendar days before the interview. This should include:

- any time, location, link or meeting invite details they will need
- details of any tasks or assessments the interview will involve

- asking if there are any particular arrangements or reasonable adjustments that could be considered to enable them participate fully in the selection process if they have a disability.

Interviews should be carried out by at least two people, one of whom should be the manager for the post. Other members of the interview panel should hold a post of the same band or higher than the vacancy being interviewed for.

When carrying out an interview:

- all interview tasks and questions should be based on the person specification and asked of all candidates
- the structure should be the same for all candidates
- it should include values-based questions
- all interviewers should take accurate notes that reflect the key points of the interview
- interviewers should use the GHC interview scoring sheet template to assess the candidates.

If you are asked for feedback from any candidate, refer to the notes you took during their interview. Interviewers should be aware that candidates can request to see the notes of their interview and any other notes made about them during the recruitment process.

Following the verbal acceptance of an offer from the successful candidate, call the unsuccessful candidates to tell them know the outcome. If appropriate, as part of that conversation, you may wish to talk to them about adding them to the Talent Pool. Once the vacancy is moved to outcome in Trac, all unsuccessful candidates will receive an automated rejection email from Trac.

4.5 Offers and pre-employment checks
After the successful candidate has accepted your verbal offer, move the candidate to 'offer pending' on Trac. This will trigger a conditional offer letter being sent to the candidate.

All offers of employment are made subject to satisfactory references, Working Well clearance, checks of qualifications, right-to-work checks and other checks as appropriate, for example, a Disclosure and Barring Service (DBS) check.

These pre-employment checks:

- are processed by the Recruitment team
- are conducted in Trac
- must meet the criteria required by NHS Employers recruitment standards and regulations.

The successful candidate has to cover the cost of a DBS check if one is required. DBS checks for existing GHC staff moving to a new role, and those joining from Gloucestershire Hospitals NHS Foundation Trust into a similar role, will not normally be required, unless:

- the new role significantly changes their role, responsibilities, or level of contact with vulnerable groups
- a check against one or both barred lists is required.

GHC reserves the right to withdraw a conditional offer of employment if:

- a candidate knowingly withholds information or provides false or misleading information during the recruitment process
- GHC and/or the candidate is not able to fully satisfy all of the required pre-employment checks within a timely manner.

Once all the pre-employment checks are complete a final offer and contract will be sent to the successful candidate with a confirmed start date. If the candidate is external, their start date will coincide with a GHC corporate induction.

Usually, successful candidates will not be able to start work until all required checks have been completed. Occasionally, where necessary and possible, you may request the successful candidate is risk assessed to establish if they can start work before the completion of DBS or receipt of all references. The risk assessment must be approved by a Service Director (or equivalent) and a senior member of the HR Operations teams.