POLICY ON THE MANAGEMENT OF RECRUITMENT AND SELECTION WAITING LISTS

Summary
This policy provides guidance to all staff involved in the recruitment and selection process in relation to the management of waiting lists.

Purpose
The purpose of this policy is to enable the Trust to recruit and select staff in a timely way thereby reducing the length of time it takes to fill posts.

Operational Date
Aug 2010

Review Date
Aug 2013

Version Number
V 3

Supersedes Previous
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Director Responsible
Marie Mallon

Lead Author
Gladys McKibbin

Lead Author Position
Senior HR Manager, Recruitment & Selection

Department / Service Group
Human Resources, McKinney House, Musgrave Park Hospital Site, Stockmans Lane, Belfast

Contact Details
Gladys.mckibbin@belfasttrust.hscni.net
Tel: 028 90 636151

Reference Number
TP051/10

Supercedes
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Policy Record

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Approval Process – Trust Policies

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Approval Process – Clinical Standards and Guidelines

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Reference No: TP051/10

Title: Waiting List Policy

Purpose:

The Belfast Health and Social Care Trust's aim is to promote and maintain high standards of professional recruitment practice. It is committed to recruiting and retaining the highest calibre staff and to ensuring that equality of opportunity is an integral part of good recruitment practice.

To enable the Trust to be responsive to the needs of the organisation a waiting list policy has been developed which will enable services to maintain a waiting list of appropriate staff and therefore fill vacancies in a more timely way.

Scope:

This policy can be applied to all Trust waiting lists.

Objectives:

The objective of this policy is to provide guidance to all staff and applicants involved in the recruitment and selection process in relation to the management of waiting lists and should be read in conjunction with the Trust’s Recruitment and Selection Policy, the Equal Opportunities Policy, the Safer Recruitment and Employment Practices Framework Policy on the Employment of People with Disabilities and associated Policies.

Roles and Responsibilities

The roles and responsibilities of managers and HR are set out in the policy.

The definition and background of the policy

Due to the increasing size of waiting lists, as a result of a rise in applications, it was felt appropriate to establish a waiting list policy to ensure consistency of application in relation to the management of waiting lists.

Policy / Guideline description / Policy Statement:

This policy provides guidance to all staff and applicants involved in the recruitment and selection process in relation to the management of waiting lists.

Implementation / Resource requirements

Recruitment and Selection training for managers and HR Staff.

Source(s) Evidence Base:

This policy complies with legislative requirements and good practice.

References, including relevant external guidelines:

Trust Policy – Management of recruitment and selection waiting lists – August 2010
Consultation Process:

The waiting list rules and principles were discussed and agreed at a regional health service recruitment and selection group. Members of this group include, Northern Trust, Southern Trust, South Eastern Trust, Western Trust, Business Services Organisation, Ambulance Service and NIMDTA.

Internally the policy was forwarded to Trust Senior Managers for comments. The policy has also been approved by the Workforce Policy Sub-Committee.

Equality and Human Rights Screening carried out:

In line with duties under the equality legislation (Section 75 of the Northern Ireland Act 1998), Targeting Social Need Initiative, Disability discrimination and the Human Rights Act 1998, the Belfast Trust has carried out an initial screen exercise to ascertain if this policy should be subject to a full impact assessment.

[ ] Screen completed no action required  [ ] Full impact assessment to be carried out

Procedures:

The aim of this policy is to provide guidance to all staff involved in the recruitment and selection process and should be read in conjunction with the Trust’s Recruitment and Selection Policy, the Equal Opportunities Policy, the Safer Recruitment and Employment Practices Framework Policy on the Employment of People with Disabilities and associated Policies.

___________________________  ______________________
Director of Human Resources  Chief Executive

Date: 23 June 2010  Date: 23 June 2010
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   b) Establishment of a waiting list
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   d) Pre-employment checking
   e) Duration of waiting list

2. MONITORING BY THE TRUST
   f) Complaints
   g) Evaluation and review

APPENDIX ONE

2. Sample Preference Sheet and cover letter
1. WAITING LIST PRINCIPLES

a) What happens following receipt of a job advertisement request

Following receipt of a job advertisement request the Human Resources team will check to see if there is anyone within the Trust who requires redeployment as a result of organisational change, occupational health recommendation or any other reason which may arise. Further details on the process which is followed can be found in the Trust's Recruitment and Selection Policy and Absence Policy.

If there is no one available via redeployment the Recruitment Team will then check the Trust's waiting lists to determine if there are any applicants who have recently applied for the same or similar post and have been placed on a waiting list.

If there is a waiting list in place the Recruitment Team will then proceed to offer the post to the next person on the waiting list. If there is no waiting list in place then the Recruitment Team will proceed to advertising the post.

b) Establishment of a waiting list

Where there are no waiting lists in place the recruitment team will advertise the post in accordance with the Trust's Recruitment and Selection Policy.

Once all interviews have been concluded the Recruitment Team will write to all applicants to advise of the outcome. Successful candidates will be advised they have successfully completed the interview, subject to pre-employment checks, and will be placed on a central waiting list. They will also be required to complete and return a “Preference Sheet” to enable the Recruitment Team to allocate them to an appropriate post. An example of a “Preference Sheet and cover letter have been included in Appendix 1. The Recruitment Team will work closely with Service Groups to ensure that a “Preference Sheet” is developed that is suitable to the post in question.

Candidates will be advised that if they do not return the “Preference Sheet” by a certain date, which is normally two weeks from the date of the letter, that the Trust will assume they are no longer interested in the post and their name will be removed from the waiting list.
c) Allocating candidates on the waiting list to posts

The Trust will rank all successful candidates in numerical order based on interview score.

The person who was allocated the highest score at interview, and has ticked on their preference sheet that they wish to work in the area where the vacancy is, will be the first person to be offered a post. This principle will continue until all posts have been filled. The following rules will be applied:

- Applicants will only be offered posts which they have indicated on their preference sheet that they are interested in.

- Due to the urgency of filling vacancies applicants will be required to give an immediate response. If the Recruitment Team are unable to make contact with the applicant, and have not been previously advised by the applicant that they are unavailable, then the Recruitment Team will leave a message on the applicant’s voicemail requesting they call back. If the applicant does not contact the Recruitment Team by 10am the next day then the Recruitment Team will move to the next person on the waiting list. *(The only exception to this is in the instance of filling urgent temporary posts where there is a critical need to fill posts without delay. In these circumstances no message will be left and the next person on the list will be contacted. These will be rare and must be prior approved by the HR Manager).* Please note the applicant will retain their ranked order and will be contacted again when another vacancy arises.

- If the Recruitment Team are unable to reach the applicant at the numbers given or through their email account and they have been unable to leave a message on their phone or mobile, then the Recruitment Team will proceed to the next person on the waiting list. As above the applicant will retain their ranked order and will be contacted again when another vacancy arises.

- If an applicant refuses to accept a post which they had indicated on their preference sheet they would like to be considered for then they will be moved to the bottom of the waiting list unless there is a valid reason for their non-acceptance. *(A valid reason may include a change in personal circumstances such as maternity leave, bereavements, short term illness etc Approval not to move someone to the bottom of the waiting list must be sought from the HR Manager).*

- If an applicant refuses to accept two posts which they had indicated on their preference sheet they would like to be considered for then they will be removed from the waiting list. The only exception to this is when a temporary post has been offered when the applicant has been successfully placed on a permanent waiting list. In this instance they should retain their ranked order.

- If an applicant has been offered and accepted a post they will be removed from the waiting list and will be forwarded a final offer of employment once all pre-employment checks are completed. The only exception to this is when a temporary post has been
offered when the applicant has been successfully placed on a permanent waiting list. In this instance they should retain their ranked order.

Candidates on a waiting list will be advised of the above rules and are responsible for ensuring that the Trust have up to date contact information for them.

The Trust will make every effort to allocate candidates to posts which they have indicated their highest preference in however this may not always be possible due to the availability of posts.

d) Pre-employment checking

Based on historical recruitment turnaround and on discussions with Service Groups, the Recruitment Team will commence carrying out pre-employment checks on an agreed number of applicants on the waiting list to enable the Recruitment Team to fill vacancies as quickly as possible.

There are three exception to this the first being in relation to Occupational Health Assessments as these cannot be completed in advance and must be undertaken at the time of engagement.

The other two checks that are not completed in advance are the applicants professional registration and alert list check. These checks do not take long to complete and it is essential they are undertaken just prior to forwarding a final offer of employment so as to ensure that any current issues are picked up.

e) Duration of Waiting Lists

Waiting lists will normally be for a period of twelve months from the date applicant’s were interviewed.

2. MONITORING BY THE TRUST

In view of its responsibility the Human Resources Department will appraise and examine other procedures to satisfy itself that the Trust Policy remains relevant.

In the event of the Trust having to adopt a process which is at variance with these procedures, a written record will be taken by the appropriate Senior Personnel Officer outlining the reasons for any variation and details of alternative procedures adopted. All such variances will be forwarded to the Co-Director.

Where any person believes that there has been a breach of these procedures, complaints should be brought to the attention of the Trust’s Human Resources Director.
APPENDIX ONE – PREFERENCE SHEET AND COVER LETTER

Belfast Health and Social Care Trust

«Title» «Forename» «Surname»

«Address1»

Dear

Re: «VacancyTitle», «VacancyLocation»

I refer to your recent interview for the above post and would advise you that although the Trust is unable to offer you a post presently, your name has been placed on a waiting list which will expire on EXPIRY DATE. Any offer of employment made to you will be subject to satisfactory pre-employment checks.

In order to assist with processing your application to our waiting list, I should be grateful if you would complete the enclosed pro-forma and return to «AllocatedOfficer», Recruitment Section, Human Resources Department, 5th Floor, McKinney House, Musgrave Park Hospital, Stockman's Lane, Belfast, BT9 7JB.

I have detailed below some key points in relation to the Trust’s waiting list, please read these carefully.

- You will only be offered posts which you have indicated on your preference sheet that you are interested in.
- Due to the urgency of filling vacancies you will be required to give an immediate response. If the Recruitment Team are unable to make contact with you, and you have not notified the Trust that you are unavailable, then the Recruitment Team will leave a message on your voicemail and/or email account requesting that you call back. If you do not contact the Recruitment Team by 10am the next day then the Recruitment Team will move to the next person on the waiting list. Please note this is necessary due to the speed with which we need to fill posts to avoid disruption to service delivery. In these circumstances you will retain your ranked order and will be contacted again when another vacancy arises.
- If the Recruitment Team are unable to reach you at the numbers given and through your email account, and they have been unable to leave a message on your phone or mobile, then the Recruitment Team will proceed to the next person on the waiting list. As above you will retain your ranked order and will be contacted again when another vacancy arises.
- If you refuse to accept a post which you have indicated on your preference sheet that you would like to be considered for then you will normally be moved to the bottom of the waiting list unless there is a valid reason for your non-acceptance.

Trust Policy – Management of recruitment and selection waiting lists – August 2010
• If you refuse to accept two posts which you have indicated on your preference sheet that you would like to be considered for then you will normally be removed from the waiting list. The only exception to this is when a temporary post has been offered when an applicant has been successfully placed on a permanent waiting list. In this instance an applicant will retain their ranked order.

• If you have been offered and accepted a post you will be removed from the waiting list and will be forwarded a final offer of employment once all pre-employment checks are completed. The only exception to this is when a temporary post has been offered when an applicant has been successfully placed on a permanent waiting list. In this instance the applicant will remain on the waiting list for a permanent post and will retain their ranked order.

• If you have been placed on the waiting list as the result of a Belfast Trust internal trawl and subsequently leave the Trust’s employment, you will be removed from the waiting list.

The closing date for receipt of your completed form is (DATE). If I do not receive your form by this time I will assume that you do not wish to be added to the waiting list and your application will not be considered further.

Please note that whilst the Trust will make every effort to allocate you as close as possible to your preference this may not always be possible due to the availability of posts.

Thank you for your assistance. If you have any queries in relation to the above please contact «AllocatedOfficer» on «AllocatedOfficerTelephone».

Yours sincerely

«AllocatedOfficer»

For Director of Human Resources
SECTION ONE: PERSONAL DETAILS

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SECTION TWO: PREFERRED WORK AREA

I am interested in a post in the following localities within the Belfast Trust. Only indicate areas where you would be prepared to work.

Royal Hospital | City Hospital | Mater Hospital
Musgrave Park Hospital/Site | South Belfast Community | East Belfast Community
North Belfast Community | West Belfast Community | Knockbracken Healthcare Park
Muckamore

SECTION THREE: HOURS OF WORK

I am interested and available to work the following hours:

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SECTION FOUR: EMPLOYMENT STATUS

If the post you have applied for is permanent we may consider you for any temporary vacancies that may arise. Please indicate if you wish to be considered for these.

Yes | No

SECTION FIVE: COMMENTS

Please detail below any further information you feel would be helpful to the Recruitment Team when allocating you to a post.

Signature: ___________________________ Print Name: ___________________________
Date: __________________

Trust Policy – Management of recruitment and selection waiting lists – August 2010