

TRUST PROCEDURE RECRUITMENT & SELECTION

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FOR USE BY:

This document is to be followed by all staff of Gloucestershire Hospitals NHS Trust and Gloucestershire Managed Services

FAST FIND:

- [Vacancy Control Panel \(VCP\)](#)

1. INTRODUCTION

This document describes the principle recruitment standards to be adhered to by all Line Managers during the recruitment cycle. Variations to these standards may be agreed between the Recruiting Manager and the Head of Recruitment, where it is in the interests of the service to do so and where there is no compromise to the minimum employment standards required in line with safe, fair and legal recruitment.

The purpose of this document is to provide clear guidance to all parties involved in the recruitment process to ensure recruitment practice within our Trust is carried out in a fair, transparent and equitable way.

2. DEFINITIONS

Word/Term	Descriptor
Recruitment Cycle	All steps involved in the process of hiring a new employee.
PTF	Permission to Fill: process of seeking authorisation to recruit to a vacancy. NB – during Special Measures this may be superseded by a Vacancy Control Panel (VCP) and process.
Candidate	Applicant/ Prospective Employee
Recruiting Manager	Line Manager responsible for the decision to appoint a candidate into post.
DBS	Disclosure and Barring Service; formerly known as CRB (Criminal Record Bureau). An employment check to confirm whether the applicant has a criminal record.

3. ROLES AND RESPONSIBILITIES

Post/Group	Details
Executive Director / Directors Group	<ul style="list-style-type: none">To authorise the recruitment to vacant posts, above Band 6 level, via the Trust's established vacancy approval process.Director of HR & OD only – completion of the FPPR process and documentation for Board-level positions.
Divisional Finance Lead	<ul style="list-style-type: none">To model and advise on the financial impact of recruitment to vacant posts.
Recruiting Manager	<ul style="list-style-type: none">To plan recruitment activity effectively to minimise delays and provide a good candidate experience.To adhere to all legal obligations outlined in this procedure to maintain fair, transparent and equitable standards of recruitment.To complete Safer Recruitment TrainingTo ensure that Trust Values and Leadership Behaviours (where appropriate) are embedded into the selection process.
Head of Recruitment (and Recruitment Team Leader)	<ul style="list-style-type: none">Provide advice and guidance to recruiting managers on all aspects of this procedure, escalating concerns or variations to these standards where appropriate to the Workforce Resourcing Manager.To stay abreast of guidance from NHS Employers, to ensure that the Trust maintains up to date, compliant recruitment practise.Audit compliance of standard employment checks.Liaise between the Trust and UK Border Agency to ensure all migrant workers are fully compliant and have the Right to Work.To develop, support and administer the Trust's vacancy approval processes, documentation and reporting tools.
Recruitment Officers	<ul style="list-style-type: none">Provide advice and guidance to recruiting managers on all aspects of this procedure, escalating concerns or variations to these standards where appropriate to the Head of Recruitment.Notify Head of Recruitments of all Guaranteed Interview Scheme Candidates (Disabled Candidates or Reservist/ Armed Forces Resettlement Candidates).Liaise with candidates and Recruiting Managers to ensure that the recruitment process is clear and there are no unnecessary delays.
Recruitment Administrator	<ul style="list-style-type: none">Provide administrative support to the Recruitment TeamProvide practical audit support to the Head of Recruitment

4. POSITIVE CANDIDATE EXPERIENCE

Well planned recruitment activity runs smoothly and provides a positive candidate experience for our future employees, as an employer of choice. Managers are encouraged to seek support from the recruitment team to help to schedule this recruitment cycle in advance and to give consideration to the level of testing, assessment and selection activity required, providing the candidates with appropriate notice of interview/ testing dates where possible.

5. RECRUITMENT SHAREPOINT – INFORMATION RESOURCE

Recruiting Managers are able to access an internal information resource via SharePoint. Access to the SharePoint site can be authorised through the Head of Recruitment/ Senior Recruitment Officer. The site contains templates and examples of:

- Job descriptions / Person Specifications
- Advertisements
- Interview Questions
- Testing Scenarios
- How to Guides

6. SAFER RECRUITMENT TRAINING

All recruiting managers must complete the Trust's Safer Recruitment e-learning package [Safer Recruitment Training](#). As a minimum, at least one member of the interview panel must have completed this training prior to interviewing candidates.

7. REVIEW OF POST AND AUTHORISATION TO RECRUIT

Managers are obliged to conduct a review of every vacancy prior to taking action to recruit or replace a member of staff. Consideration must be given to:

- Restructuring workload
- Duties and Banding of the post
- Use of flexible contracts i.e. part time/ fixed term/ annualised hours
- Apprenticeship Opportunities

In order to commence the recruitment process authorisation must be sought through the appropriate and signed 'Permission to Fill' documentation. **See Action Card [1]**

8. AGENDA FOR CHANGE PAYSCALES

Where a new post is created within the Trust, that is significantly different to existing posts, the manager must submit the role for evaluation to determine the banding of the new role using ['New Post Banding Request Form'](#).

New posts must not be advertised for recruitment before going through the job evaluation process. In very exceptional circumstances, if recruitment is urgent, the recruiting manager should liaise with their HR Advisor/Business Partner to confirm whether a provisional banding (subject to change) can be advertised.

Further information can be accessed via the [Agenda for Change Job Evaluation Policy](#).

9. REDEPLOYMENT

HR Advisors will check whether there is anyone whose job is at risk and is on the redeployment list who may be suitable for vacancies being advertised. The HR Advisor will discuss with the Recruiting Manager and the staff member the prospect of redeployment into the vacant post and arrange a work trial. At any time during the recruitment process a post may be withdrawn if a suitable redeployee is identified.

10.1 Guaranteed interviews

If a member of staff whose job is at risk meets the essential criteria for a post at a higher band than their current role, they will be offered a guaranteed interview with the expectation that they will be appointed if they are deemed to be a suitable candidate.

10. ADVERTISING

Vacancies will be normally be advertised via NHS Jobs in the first instance. Internal advertising only may be appropriate and this can be agreed with the Head of Recruitment / HR Advisor / Business Partner. Alternative media advertising will be considered where appropriate and maybe used in conjunction with an NHS Jobs campaign. Alternative advertising may include: social media, online jobs fairs, specific recruitment websites and professional journals/ press. Consideration will always be given to the target audience and the most appropriate route to promote individual posts.

Where possible all applicants will be encouraged to apply via NHS Jobs. Prior to advertising managers are encouraged to plan the entire cycle of recruitment to ensure an efficient and timely recruitment process.

Closing Dates and Restricting Applications

There may be a requirement to limit either the duration of an advertisement or the number of applicants for particular, popular posts. Agreement to limit applications must always be sought in advance with the Recruiting Manager and Head of Recruitment and where there is a likelihood of early closure of an advertisement, this must be made clear in the job advertisement.

11. SHORTLISTING

Recruiting Managers are encouraged to shortlist within **48hours** of the closing date of the advertised vacancy. Managers will be emailed a hyperlink via NHS Jobs to enable online shortlisting of applicants.

Where Managers experience difficulty in shortlisting to a reasonable number of applicants they are encouraged to seek advice from the Head of Recruitment. Support will be given to develop a selection activity to reduce this shortlist to a manageable number for interview.

Avoiding discrimination

Under the Equality Act 2010, employers must not unlawfully discriminate in their recruitment processes on the grounds of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity, marriage or civil partnership. These categories are known in the Act as 'protected characteristics'. To avoid discrimination, employers must treat all job applicants fairly at each stage of their recruitment process, considering reasonable adjustments where appropriate.

Guaranteed Interview Scheme – Service Personnel

As part of our commitment to support Service Personnel, Gloucestershire Hospitals NHS Foundation Trust in collaboration with the Career Transition Partnership, offer a Guaranteed Interview Scheme for all qualifying Service and Ex-Service Personnel. To qualify for a guaranteed interview, candidates must meet the essential criteria for the post and be either a current member of the Armed Forces, or be within the 2 year period of resettlement.

Guaranteed Interview Scheme – Disabled Candidates

The Trust positively supports and encourages applications from disabled candidates. As a member of the '2 ticks' scheme we are committed to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities. Managers and prospective candidates are encouraged to contact the Recruitment Team to discuss any specific support or reasonable adjustments that may be required.

As part of the shortlisting process recruiting managers will be notified of any candidates who meet the criteria for either of our Guaranteed Interview Schemes by a member of the Recruitment Team.

12. INTERVIEW, TESTING AND SELECTION METHODS

12.1 Invitation to Interview

Candidates will be invited to attend interview by email via the NHS Jobs website. Appropriate notice should be given to provide reasonable preparation time for candidates. Gloucestershire Hospitals NHS Foundation Trust does not reimburse candidates for interview expenses.

12.2 Interview Panel

A minimum of two panel members must be present at all selection interviews, including bank staff. At least one member of the interview panel must have completed the safer recruitment e-learning package. Interviews must take place in a suitable environment, without interruption. It should be noted that Gloucestershire Hospitals NHS Foundation Trust does not reimburse candidate interview expenses.

12.3 Leadership Behaviours and Trust Values

It is essential that all prospective employees of our Trust uphold the Trust Values. Where applicable the Trust Leadership Behaviours should also be assessed as part of our recruitment and selection process, click here to view the: [Leadership Recruitment - Toolkit for Recruiting Managers](#). Recruiting Managers are advised to use the toolkit available and to seek support and guidance from the Head of Recruitment with regard to suitable selection methods.

12.4 Documentation

The Recruiting Manager is responsible for the full completion of the Interview Assessment Form. Completed recruitment documentation must be sent to the Recruitment Department, where it will be archived in accordance with our obligations under the Data Protection Act.

13. EMPLOYMENT CHECKS

All offers of employment are made conditionally, subject to completion of satisfactory employment checks, as recommended by NHS Employers. These employment checks are applicable to all employees of the Trust (including Agency Workers, Locums and volunteers) and include:

- Identity
- Right to Work
- Professional Registration and Qualifications
- Employment History and Reference
- Criminal Record and Barring (DBS)
- Health Clearance

13.1 Identify Check Standards

Prospective employees will need to provide original copies of either of these two combinations:

- Two forms of photographic personal identification and one document confirming their address
- One form of photographic personal identification and two documents confirming their address.

13.2 Right to Work (Overseas Recruitment)

It is a criminal offence for employers to employ illegal workers. The most current advice can be found on the Home Office website, or by contacting the Recruitment Team. Guidance for the Recruitment Team can be found in the General Recruitment / Right to Work folder on the HR Shared Drive.

Tier 2 Certificate of Sponsorship (formerly a Work Permit)

Applications from job seekers who require Tier 2 sponsorship to work in the UK are welcome and will be considered alongside all other applications. However, non-EEA candidates may not be appointed to a post if a suitably qualified, experienced and skilled EU/EEA candidate is available to take up the post as the employing body is unlikely, in these circumstances, to satisfy the Resident Labour Market Test. The UK Border Agency requires employers to complete this test to show that no suitably qualified EEA or EU worker can fill the post. For further information please visit [UK Border Agency](#) website.

13.3 Professional Registration and Qualifications

Checks will be carried out for professional staff, in accordance with the following policies:

- Registration: Professional Staff (excluding Medical and Dental), Policy Reference B0612 , [Professional Staff \(exc Medical and Dental\)](#)
- Registration: Checking Medical and Dental Staff Policy Reference B0603, [Checking Medical and Dental Staff](#)

13.4 Employment History and Reference Check

Reference requests should be made after the interview process and once a provisional offer of employment has been made. In certain circumstances it may be proportionate and reasonable to seek a reference in advance of the interview, for example when making senior appointments such as medical consultants or board members. All applicants must be advised in writing when obtaining references at an earlier stage of the recruitment process.

For all **new appointments** a minimum period of the past three years continuous employment or training history must be validated through reference checks.

References will seek to confirm:

- Where, and for which dates, the individual has been employed/ volunteered/ studied
- The position held
- Any recent ongoing disciplinary action/ professional referrals
- Reasons for leaving employment

For individuals moving from **one NHS organisation to another** it is acceptable to proceed with one reference from the employee's current or last employer.

For **existing staff moving internally** all efforts must be made to ensure that the move is appropriate and a reference sought from the employees current Line Manager.

Senior Appointments and Reference Checks

For Executive and Director level appointments the Trust must comply with the requirements of the CQC relating to the Fit and Proper Persons Requirements (FRRP). Completing and collating information to support a compliant recruitment exercise meeting the requirements of the FRRP (and the supporting Checklist) is the responsibility of the Executive Director of Human Resources and Organisational Development, with assistance from the Trust's Recruitment Team. **See Action Card [2]**. Click for further information: [CQC Fit & Proper Persons Guidance](#)

Further, appointment for these posts is subject to a successful Criminal Convictions Certification (CCC, previously known as a 'basic disclosure') with the exception of the Medical Director and Director of Nursing who, in the course of their duties, are involved in providing and supervising care to patients and therefore require an Enhanced Criminal Record Certificate (ECRC, previously known as an 'enhanced disclosure').

Discrepancies/ Poor References

Should the recruitment team receive reference information which may indicate poor performance or discrepancies against the information provided by the candidate, this will always be discussed with the Recruiting Manager. Where appropriate the recruiting manager will be expected to discuss this with the candidate before making a decision as to whether to withdraw an offer of employment. The withdrawal of any offer of employment must always be discussed and agreed with either a member of the Employment Relations team or the Head of Recruitment.

Clear discrepancies in employment/ qualification history may require further action and where checks reveal intentional misdirection it may be appropriate to report concerns to the Local Counterfraud Team, who may be required to report this to NHS Protect. In such circumstances, the Recruitment/ Human Resources team will be responsible for alerting the Local Counterfraud Team.

13.5 Disclosure and Barring Service (DBS)

Previously known as the Criminal Record and Barring (CRB) checks, the Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. In accordance with this commitment all advertised posts subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 will state that it will be necessary for candidates to make a submission for Disclosure to the DBS (formerly CRB). Further guidance on how to determine whether a post requires DBS can be sought from the Head of Recruitment or in the [NHS Employers DBS Guidance](#). All required DBS checks (plus administration fee) will be paid for by the employee, via a deduction from salary (single deduction from month 1 salary payment, or two equal deductions from the first two months' salary payment). All staff who are required to have a DBS check are strongly encouraged to subscribe to the DBS Update service.

Also see 14.4 above pertaining to senior appointments.

DBS Update Service

Gloucestershire Hospitals NHS Foundation Trust will accept a DBS check from candidates that have subscribed to this service. This offers the portability of criminal record information which means that people can change roles and employers more quickly without the constant need for a new DBS check. This is regardless as to whether the individual is moving within the NHS or to a different sector, as long as the new position doesn't change the type of vulnerable group they are working with and the activities they are undertaking do not require them to have a different level of check. The Trust will require the last original DBS certificate to be produced and authority given to undertake a check against the update service.

Pre-Issued DBS Check (Portability)

Gloucestershire Hospitals NHS Foundation Trust does not accept Portable DBS checks, to ensure the best standards of governance, risk and assurance for our patients and staff. The only exception to this is in respect of Junior and rotational Doctors where this is covered by the regional contract and therefore portability would be accepted.

New DBS Checks

A new DBS check is required if the person is moving to a position which requires a different level of check (e.g. moving from a non-regulated activity into a regulated activity). Similarly a new check will always be required if the individual is working with a different type of vulnerable group (e.g. is currently working with in a regulated activity with adults but is moving to a new regulated position working with children, and therefore will need clearances against the Children's barred list). If the individual leaves their substantive post, or where there is a break in service of three months or more prior to them applying to a trust bank or NHS Professionals, then a new DBS check should always be requested

A guide to positions that require a DBS check can be found in Appendix 1.

Criminal Record Disclosure

In the event of a disclosure via the application or DBS process, the Recruitment team will assess whether further information is required from the candidate and if necessary, a risk based assessment will be carried out to determine whether the conviction is relevant to post and whether the candidate poses any risk or potential risk to patient safety. Following this assessment a decision will be made as to whether the offer of employment should proceed or be withdrawn. Human Resources Advisors will provide advice when a decision to withdraw an offer of employment is being considered.

13.6 Health Clearance

New employee health screening ensures that new employees are fit to undertake the post to which they have been appointed and makes recommendations regarding any adjustments that might be necessary to enable them to carry out their role safely.

A health assessment should be carried out for **all individuals** applying for employment, regardless of whether this is in a paid or voluntary capacity. This assessment should always be completed **after** the application and interview stage.

Candidates are required to complete a confidential New Employee Health Questionnaire after an offer of employment is made.

This is then sent directly to our Occupational Health provider Working Well, who may contact the candidate to discuss any health issues and help identify any work place needs.

14. AGENCY/ NON TRUST STAFF

All Agency/Non Trust staff engaged to undertake work in this organisation will be subject to the same Recruitment checking procedures as substantive employees. The Trust will ensure that all agencies through which staff are, wherever possible, contracted to work within the Trust are part of the national Framework approved list, to which a rigorous selection and ongoing audit process applies. Where for reasons of practicality the Trust contracts with non-framework Solutions approved agencies, the Trust will continue to perform employee checks independently and reserves the right to Audit the files of any external agency.

Data Protection

Gloucestershire Hospitals NHS Foundation Trust carry out all checks in compliance with the Data Protection Act 1998. Information will only be obtained where absolutely essential to the recruitment decision and in accordance with the Act. The outcome of all employment checks is recorded and stored securely, shared only where appropriate with the recruiting Line Manager.

These checks form part of the information governance and assurance standards linked to the use of the NHS Summary Care Record (NHS SCR).

15. MONITORING OF COMPLIANCE

Do the systems or processes in this document have to be monitored in line with national, regional or Trust requirements?		YES
Monitoring requirements and methodology	Frequency	Further actions
Audit random selection of New Starter or Temporary Staff files (minimum of 15 files per month) to verify that all candidates, including temporary workers, are compliant with Pre-employment checks.	Bi-Monthly	Report to Recruitment Strategy Group (presented by Workforce Resourcing Manager).

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