Gloucestershire Hospitals **NHS**

NHS Foundation Trust

RECRUITMENT AND SELECTION PROCEDURE	
PERMISSION TO RECRUIT/ PERMISSION TO FILL ACTION CARD	**RSP1**

FOR USE BY:	**LIAISES WITH:**
All Recruiting Managers	Directors Group
Recruitment Team	

Recruiting Manager Identifies Recruitment Need

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Clinical Post?

— No → Recruiting Manager Completes Permission to Fill Form (full authorisation required)

— Yes → Band 6 or below?

Band 6 or below? — No → Recruiting Manager Completes Permission to Fill Form (full authorisation required)

Band 6 or below? — Yes → Recruiting Manager completes Permission to Fill From, and obtains Divisional (Tri/Quartet) Sign Off

Recruiting Manager Completes Permission to Fill Form (full authorisation required)

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Recruiting Manager sends fully completed form to Recruitment Dept by Tuesday (morning)

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Request considered at Directors Group

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Recruitment Managers emails approved PTF list

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Recruiting Manager completes Permission to Fill From, and obtains Divisional (Tri/Quartet) Sign Off

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Recruiting Manager contacts the Recruitment Team in order to commence recruitment process