

Policy Document

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Recruitment and Selection

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Statement on Trust Policies

The latest version of 'Statement on Trust Policies' applies to this policy and can be accessed [here](#)

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1. INTRODUCTION

The University Hospitals of North Midlands NHS Trust, as a major employer, recognises that Recruitment and Selection of quality staff is central to the achievement of its business goals and objectives.

The Trust's Recruitment and Selection Policy (hereafter known as the/this Policy) has been developed taking into account current legislation, National Compliance (i.e. NHSLA, CQC), guidelines and existing Trust Policy including the Trust's Equality and Diversity Policy and NHS Employment Check Standards issued by NHS Employers in September 2012.

The 6 standard checks that must be completed for all recruitment external, internal and PFI contracts are:

1. Verification of ID checks
2. Right to work checks
3. Professional registration and qualification checks
4. Employment history and reference checks
5. Criminal records and barring checks
6. Work Health Assessment

The Trust has followed recommendations from the Department of Health in utilising the E-Recruitment system provided by NHS Employers (NHS Jobs) as a means of facilitating the recruitment process. It is recognised that some applicants will not have access to E-Recruitment or sufficient IT skills. Provision for manual applications and assisted electronic applications has been taken into account.

The Recruitment Procedure is outlined in Appendix 2 onwards of this Policy. Further information and guidance can be obtained via the Human Resources section of the Trust's Intranet.

This Policy should be read in conjunction with the following Trust Policies:-

- Policy HR04: Organisational Change
- Policy HR09: Disclosure and Barring Service [DBS] Check
- Policy HR10: Professional Registration
- Policy HR12: Equality and Diversity
- Policy HR14: Sickness Absence
- Policy HR16: Protection of Pay and Conditions of Service
- Policy HR17: Induction
- Policy HR20: Locum Appointment Procedure
- Policy HR26: Work Experience
- Policy HR27: Job Sharing
- Policy HR42: AAC Appointment Procedure for Consultant Medical Staff
- Policy HR60: Pay Progression
- Policy HS17: Occupational Health
- Policy G09: Management, Protection and Disclosure of Employment Related Information
- Policy HR51: Flexible working
- Policy HR57: Worker Status
- Policy EF01: Fire Policy
- Policy IG10: Trust Policy for data protection security & confidentiality

2. POLICY STATEMENT

The Trust believes that it is essential to recruit high quality staff with the required experience, skills and qualifications or with appropriate Personal Development Plans in place.

The Trust believes that unlawful discrimination is unacceptable and is committed to recruiting staff in accordance with the Trust's Equality and Diversity Policy. Applicants will be selected solely on objective, job related criteria and their ability to do the job applied for with no discrimination on the grounds of ethnic origin, nationality, disability, gender, gender reassignment, marital status, age, sexual orientation, trade union activity or political or religious beliefs. The Trust will provide appropriate assistance to ensure equality for all.

The Trust is committed to the recruitment of staff in a timely, professional and cost effective manner whilst upholding best practice Recruitment and Selection procedures.

The Trust recognises that recruitment contributes to the financial position of the Trust and will recruit:-

- In accordance with Establishment Control
- With the aim of reducing dependency on bank and agency staffing wherever possible
- Minimising the requirement for advertising expenditure
- Ensuring effective selection techniques in order to aid reducing turnover
- In accordance with redeployment processes (to help retain talent and to mitigate risk of redundancy).

3. SCOPE

This Policy will apply to all areas of the Trust and all individuals employed by the Trust and is part of the Trust's ongoing commitment to Equal Opportunities and Improving Working Lives.

Medical recruitment is governed by statute and best practice guidelines issued by the NHS Executive, GMC, Deanery and relevant Royal College. These bodies are involved with the majority of senior medical appointments in order to ensure that those recruited into the Trust have the required skills and competencies and that the recruitment procedure is carried out fairly.

4. ROLES AND RESPONSIBILITIES

4.1 Responsibility of the Trust Board

The responsibility for the provision of the Policy rests with the Trust Board.

The Trust Board will ensure that:

- a) The Policy is implemented through the Trust's Line Management structure.
- b) All staff are made aware of their personal responsibilities under this Policy.
- c) Formal training to support this Policy is provided to appropriate staff.
- d) All staff are informed about the contents of this Policy and its availability on the Trust's intranet site.
- e) The Policy provisions comply with UK law.

4.2 Human Resources (also known as HR)

- a) The Human Resources Department is responsible for providing a recruitment service for the employment of all staff in accordance with the Trust's Recruitment Procedures. The Medical Staffing Team specifically focus on the recruitment of Junior Medical Staff, Non-Consultant Careers Grades and Locum Medical Staff.

- b) The Human Resources Department is responsible for ensuring that associated policies and procedures are considered where appropriate, in particular the Policy for Organisational Change (HR04) and for redeployment processes. .
- c) The Human Resources Department provides training in a number of topics and Recruitment and Selection is one of these.
- d) The Human Resources Department is responsible for ensuring communication of legislative issues affecting Recruitment and Selection to Divisional Management Teams and Hiring Managers where appropriate
- e) The Human Resources Department is responsible for the monitoring of compliance of this Policy and associated required reports e.g. Equality and Diversity Statistics.
- f) The Human Resources department will work in partnership with relevant Staffordshire and Stoke on Trent sustainability and transformation partnership (STP) recruitment and redeployment initiatives.

4.3 Recruitment Team / Medical Staffing Team (for Medical Posts)

- a) Ensure that the Trust's Redeployment Register (also known as the Alternative Employment Register), and the STP's 'Together We're Better' Redeployment Service database, are checked **before** placing an advert, in order to see if there are any employees on the Register[s] who match the vacancy. (See Section 5 of this policy)
- b) Ensure adverts are placed fairly, accurately and in a timely manner, promoting equal opportunities at all times.
- c) Provide an effective support service to Hiring Managers throughout the Recruitment & Selection process, advising on process where required
- d) Process all relevant paperwork for candidates
- e) Carry out the relevant pre-employment checks for successful candidates

4.4 Responsibility of Hiring Managers

- a) Hiring Managers are responsible for ensuring the completion and signing of documentation in accordance with Establishment Control
- b) Hiring Managers in conjunction with the HR / Recruitment Teams are responsible for the recruitment of staff in accordance with the Trust's Recruitment Procedures; including the provision of job packs, KSF outlines etc.
- c) Hiring Managers should attend a training course on Recruitment and Selection run by the HR Directorate prior to undertaking recruitment.
- d) It is the responsibility of Hiring Managers to ensure the professional Recruitment and Selection practices outlined in this Policy are maintained throughout the Trust.
- e) Hiring Manager to provide sufficient information on the outcomes of a) shortlisting and b) interviews for successful and unsuccessful candidates so that the appropriate feedback can be given to candidates should it be required.
- f) It is the responsibility of Hiring Managers in conjunction with the HR/Recruitment/Medical Staffing Teams to ensure that all appropriate pre-appointment checks are completed.

4.5 Supplies and Procurement

Are responsible for ensuring that checks are being carried out by external agencies within the Buyers Framework.

5. REDEPLOYMENT (ALSO KNOWN AS ALTERNATIVE EMPLOYMENT)

Employees require redeployment / alternative employment for a variety of reasons e.g. as a result of organisational change (under Policy HR04), for health / sickness absence reasons (under Policy HR14), because they are in receipt of long term protection of pay monies (under policy HR16) etc. The Trust believes that an integral feature of any successful organisation is the ability to be able to effectively explore options to secure alternative employment for employees as and when necessary.

In summary, the Trust's Redeployment process covers the following four stages:-

Stage 1 - Placing an employee onto the Redeployment Register (the Register) – in accordance with the relevant HR policy.

Stage 2 - The matching process (inclusive of a four week trial, if appropriate i.e. only those staff who are at risk of redundancy are entitled to a four week work trial if they are matched to and offered an available suitable alternative post)

Stage 3 - The monitoring stage (particularly in regard to employees on protection of pay)

Stage 4 - Taking an employee off the Register

- Employees requiring redeployment/alternative employment, under relevant HR policies, should be carefully considered before a post is advertised in open competition.
- The UHNM Redeployment Register, and the STP's 'Together We're Better' Redeployment Service database, must be checked **before** a post can proceed to advert.
- If an employee on the Register is matched to a suitable available vacancy and at interview is offered the post, then the Recruitment Team will support the hiring manager with next steps to complete the redeployment. In this scenario, the vacancy will therefore not proceed to advert.
- If there is no suitable employee on either the UHNM Register or the STP's Redeployment Service database, then the post can proceed to advert in open competition.

Hiring Managers and the HR Directorate staff have a responsibility to support the Trust's Redeployment processes and employees who are placed on the Register have an obligation to actively engage in the processes.

Please refer to the Organisational Change Policy (HR04) and further information/guidance is available from HR in respect to redeployment processes.

6. EDUCATION

The HR department provide training to managers on a number of topics, The gateway to leadership module includes Recruitment and Selection training. There is also a Recruitment and Selection Handbook for hiring managers available on the intranet. All training should be recorded on personal file, ideally within ESR.

7. MONITORING AND REVIEW

HR08 Recruitment and Selection Policy and Procedure					
Aspect of compliance or effectiveness being monitored	Monitoring method	Individual or department responsible for the monitoring	Frequency of the monitoring Activity	Group/committee / forum which will receive the findings/monitoring report	Committee/ individual responsible for ensuring that the actions are completed
Duties	Datix	Human Resources Department	As required	Human Resources Department	Human Resources Department
types of check required	Audit	Recruitment Team	Every recruitment file	Human Resources Department	Human Resources Department
checking procedures	Audit	Recruitment Team	Every recruitment file	Human Resources Department	Human Resources Department
process for following up those who fail to satisfy the checking arrangements	Audit	Recruitment Team	Every recruitment file	Recruiting Department	Recruiting Department

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process for monitoring/receiving assurance that checks are being carried out by all external agencies (e.g. NHS Professionals, recruitment agencies, etc.) used by the organisation in respect of all temporary staff	Adherence to Buyers Framework	Supplies & Procurement	Incorporated into tender documentation / terms and conditions of contract and reviewed on an annual basis	Supplies & Procurement	Supplies & Procurement
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This Policy will be reviewed three yearly or sooner in line with changes to legislation or changes in national guidance.

8. FURTHER INFORMATION

Further information on recruitment can be found at the following:

NHS employers

www.nhsemployers.org

www.nhsemployers.org/workforcebulletin

Home Office UK Border Agency (UKBA)

www.ukba.homeoffice.gov.uk

Foreign & Commonwealth Office

www.gov.uk/fco

PROCEDURE FOR PRE-EMPLOYMENT CHECKS

Pre-interview checklist

It is essential that the following checks are undertaken during the recruitment process for **ALL** staff.

Original copies of the following documentation should be checked at interview. Photocopies should be taken signed and print name stating "Original Seen" and the date.

<p>Verification of Identity</p>	<p>The Trust will verify the identity of prospective employees.</p> <p>Individuals will need to provide either of these two combinations:</p> <ul style="list-style-type: none"> • Two forms of photographic personal identification and one document confirming their address • One form of photographic personal identification and two documents confirming their address • Two address, two non-photographic and a passport sized photo <p>Acceptable photographic personal identification include:</p> <ul style="list-style-type: none"> • Current UK passport or EU/other nationalities passport • Passports of non-EU nationals, containing UK stamps, a visa or a • UK residence permits showing the immigration status of the holder in the UK • A current UK full or provisional photo-card driving licence **—where relevant to the position being recruited to, additional information may be sought about any penalties or restrictions through the DVLA on line 'Share Driving Service'. (The paper counter-part of a UK issued driving licence was abolished by the DVLA in June 2015. No longer required to ask applicant to present the paper counter-part when an individual presents their photo-card driving licence as proof of their identity) • ID card carrying PASS accreditation (UK). A company ID card is not acceptable. • Biometric Residence Permit (formerly known as identity cards for foreign nationals) • EU/other nationalities photo-card driving licence (valid up to 12 Months up to the date of when the individual entered the UK and providing that the person checking is confident that non-UK photo-card driving licences are bona fide) <p>If a person seems genuinely unable to provide any acceptable photographic ID then two forms of non-photographic personal ID and two documents confirming their address should be provided (all from different sources). In addition they will need to provide a passport- sized photograph of themselves, endorsed on the back with a signature of a "person of standing" (magistrate, doctor, officer of armed forces, teacher, lawyer, bank manager) known to them for at least three years. The photograph should be accompanied by a signed statement from that person indicating this.</p>
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	<p>Acceptable confirmation of address documents include:</p> <ul style="list-style-type: none">• Recent utility bill* (gas, electricity, home telephone) mobile telephone bills are not accepted. Bills in joint names are acceptable.• Local authority tax bill**• Current UK full or provisional photo-card** if not already presented as form of personal photographic ID• Full old-style paper driving licences (that were issued before the photo-card was introduced in 1998 and where they remain current and in-date). Old-style paper provisional driving licences should not be accepted.• HM Revenue & Customs tax notification (HMRC) e.g. assessment, statement of account, notice of coding. **• Bank, building society or credit card statement*• Mortgage statement from a recognised lender**• Council rent card or tenancy agreement*• Benefit statement, book or card**• Electoral register confirmation form** <p>Documents marked with an ‘*’ must be dated within the last three months. These documents must contain the name and address of the applicant.</p>
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	<p>Documents marked with an ‘***’ must be dated within the last 12 months</p> <p>Acceptable non-photographic proof of personal identification documents include:</p> <ul style="list-style-type: none">• Short or long UK birth certificate• Current full diving licence (old version) – provisional driving licences are not acceptable• Residence permit• Adoption certificate• Marriage / civil partnership certificate• Divorce or annulment papers• Police registration document• Certificate of employment in HM forces• Current benefit book or card• Most recent tax notification from HM Revenue and Customs**• Current UK firearms certificate• All documents provided should be photocopied and retained on file. The person taking the copy should sign and date the copy to show that it has been certified.• Documents marked with an ** must be dated within the last 12 months.
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Right to Work Checks	<p>The Trust has the responsibility to check ALL prospective employees have entitlement to work in the UK. In addition it is the responsibility of the Trust to check the ongoing entitlement of migrant workers who are employed with the Trust.</p> <p>There are three steps:</p> <ol style="list-style-type: none">1. Request right to work documents2. Validate the documents3. Copy and store securely <p>1. Original documents (not photocopies), must be produced from list A or list B detailed in appendix 3. If a document or combination of documents is provided from List A there is no need to ask for documents from List B. No other documents are acceptable.</p> <p>2. Validate the documents by checking photographs, DOB is correct and that any expiry dates of Limited Leave to Enter or Remain are still valid. Documents must have an official government stamp.</p> <p>3. Documents should be photocopied and kept in the individuals personal file to provide evidence should it need to be produced. For Passports / travel documents, ensure a copy is taken of the front and, inside cover and any page with the expiry date and applicant's details (e.g. nationality, date of birth and photograph) including endorsements, e.g. a work visa all other documents copied in entirety containing the UK government endorsements detailing relevant UK immigration status. These records should be kept for the duration of employment plus six years after employment has ceased. If it is established the potential employee is not permitted to work in the UK then the individual is not allowed to commence employment. These checks are concerned only with an individual's right to work in the UK and must be done in conjunction with the verification of identity checks.</p> <p>Online work check (Appendix 1 c) From 28 January 2019, an online right to work check can be conducted. using the online service, entitled 'View a job applicant's right to work details' on gov.uk.</p> <p>The online right to work checking service sets out what information you will need.</p> <p>Currently, the online checking service supports checks in respect of those who hold:</p> <ul style="list-style-type: none">• a biometric residence permit;• a biometric residence card; or• status issued under the EU Settlement Scheme (alternatively, these individuals continue to be able to demonstrate their right to work by presenting their EU passport or ID card until the end of the planned implementation period).
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PRE APPOINTMENT CHECKS

<p>Work permits and visas</p>	<p>It is the Trust's responsibility to apply for a Sponsorship Certificate for a work permit and meet the costs of this.</p> <p>Managers will need to demonstrate that they were unable to recruit a resident worker i.e. a person who is a UK or EEA national or has settled status in the UK before recruiting an individual from overseas who needs a work permit. To meet Resident Labour Market Test requirements, vacancies must be advertised for 28 calendar days and two advertisements must be placed. In many cases, one of those will be an online advertisement through NHS jobs and using the Jobcentre Plus Universal Job match service.</p> <p>Work permits are valid for up to 5 years, but are non-transferable from other employment. Once a Sponsorship Certificate is issued the individual then has to apply for a visa to work in the UK which is the permission the individual needs to stay in the UK. The employer does not meet the costs for this application.</p> <p>Application for work permits can only be made if the position is on the National Shortage Occupation List issued by the UKBA.</p> <p>Student Visa's only give entitlement to work up to 20hrs (full time during non-term time) however these should always be checked with the UKBA for any limitations. Once a visa has expired, the individual has 6 months to apply for residence.</p>
<p>Professional Registration</p>	<p>Before appointing a health professional, the Trust will check whether the appointee is registered with the relevant regulatory body and whether any special conditions apply. The Trust should check alert notice files prior to recruiting an individual. If an individual is subject to an alert notice then the Trust should check whether they are suitable to be employed in the position offered.</p>
<p>Self Declaration Forms</p>	<p>When invited to interview candidates will be issued a self-declaration form that is to be completed and brought to interview. This has to be checked by the Hiring Manager and if any disclosures are made this should be discussed at interview. Advice must be sought from HR if there are any concerns regarding the suitability of the applicant in light of any conviction information.</p> <p>If a disclosure has been made and the post requires a DBS check, the individual cannot commence employment before their DBS has been received. Self-declaration information is subject to Data Protection law and should be handled, stored and destroyed in the same way as DBS information.</p>

Independent Safeguarding Authority (ISA)	<u>Adults Barred List</u> Trust staff who have regular contact with Vulnerable Adults will need to undergo an Adults Barred List check. For further information regarding DBS checks refer to the Trust's DBS Policy The ISA maintains both barring lists which prevents individuals engaging in Regulated Activity with children and/or adults. They also make decisions as to whether or not to remove individuals from barred lists following review.
Qualifications	Qualifications relevant to the position applied for should be verified once a job offer is made. The following should occur: <ul style="list-style-type: none">• Request original certificates and take copies• Check that the details on certificates match those the prospective employee provides as part of the application• Contact the awarding body directly, where possible, to confirm the applicant's attendance, course details and grade award Where a check has been made by the relevant regulatory body it should not be necessary to verify qualifications separately. English, Mathematics and ICT skills can be tested via BKSB where necessary For applicants who has gained a qualification overseas, these must be checked to ensure that the qualification exists, there is an equivalent in the UK and verified that the individual holds the actual qualification. All checks should be carried out with the awarding body. For further information, visit www.gov.uk/fco

<p>References and Employment History</p>	<p>As a minimum, references should be obtained from at least three years of previous employment and/or training which can be one reference .Or if there have been a significant number of job changes within the three year period then three references must be obtained.one of which should be from the applicants current or most recent employer.</p> <p>References should be requested by the Recruitment Team with the employee's consent and only for the preferred candidates following interview. A standard reference request template is used which includes the candidates suitability to work with children.</p> <p>References must not be accepted except where they have been sought from a previous employer or other referee. Open 'To whom it may concern' references must never be accepted.</p> <p>References for the purpose of checking employment history should be obtained in writing and should be on original Company/Trust headed paper or via work e-mail address.</p> <p>Applicants where the primary role is working with children.</p> <p>Where an applicant who is not currently working with children has done so in the past, it is important a reference should be obtained from the employer by whom the person was most recently employed to work with children.</p>
<p>Work Health Assessment</p>	<p>All NHS staff should have a pre-appointment health assessment, which adheres to the Equality Act 2010, also considering the Disability Discrimination Act 1995 and good occupational health practice. The check should be secure, confidential and should comply with Data Protection Act requirements.</p> <p>Work Health Assessment checks should only be made once a job has been offered. It must be made clear to the candidate that any offer of appointment is conditional pending the outcome of these checks.</p> <p>For internal applicant changing jobs a pre appointment health assessment should be completed where the new job similar in nature Tasks/ Location, the candidate is moving from non-clinical to clinical area or the candidate had an occupational health referral in the last 12 months. Please refer to Appendix Internal Checklist.</p> <p>No applicant should be refused employment on health grounds unless:</p> <ul style="list-style-type: none"> • Expert Occupational Health medical advice has been sought • The applicant has had the opportunity to discuss issues raised with an Occupational Health professional • The employing manager has given full consideration to all of the facts.
<p>Risk assessments</p>	<p>The Trust is legally required to carry out risk assessments to manage the health and safety of staff (and others) effectively on its premises.</p>

PROCEDURE FOR CONDUCTING ONLINE RIGHT TO WORK

From 28 January 2019, an online right to work check will provide a statutory excuse against a civil penalty in the event of illegal working involving the subject of the right to work check.

An online check can be done using the online service, entitled 'View a job applicant's right to work details' on gov.uk.

Currently, the online checking service supports checks in respect of those who hold:

- a biometric residence permit;
- a biometric residence card; or
- Status issued under the EU Settlement Scheme (alternatively, these individuals continue to be able to demonstrate their right to work by presenting their EU passport or ID card until the end of the planned implementation period).

How does the service work?

The service works on the basis of the individual first viewing their own Home Office right to work record. They may then share this information with the employer, by providing a 'share code', which, when entered with the individual's date of birth, enables access to the information required.

The share code will be valid for 30 days, after which a new code will be required in order to conduct an online check.

The employer part of the service is called 'View a job applicant's right to work details' and is available on gov.uk. The service must be accessed using the employer part of the service ('View a job applicant's right to work details') in order to obtain a statutory excuse.

It is not sufficient to only view the information provided by the prospective employee, when viewing their profile using the migrant part of the Home Office online right to work checking service. The Home Office has an audit record of online checks conducted by employers using the service. Employers will not establish a statutory excuse by viewing the migrant part of the service. The information must be retained.

There are 3 basic steps to conducting an online right to work check.

1. **Use** the Home Officer online right to work checking service on Gov.uk
2. **Check** that any photographs on the online right to work check is of the individual presenting themselves for work
3. **Retain** a clear copy of the response provided by the online right to work check.

CONDITIONAL OFFER OF EMPLOYMENT

Once an offer of employment has been verbally made to the candidate by the Hiring Manager, this should be followed up by a letter setting out the conditions laid out in the offer of employment. This will be raised by the Recruitment Team/Medical Staffing Team and authorised by the Hiring Manager.

Offers of employment are always conditional until the appropriate checks have been made and satisfactory clearance has been received.

Master conditional offer letters are held within the Recruitment/Medical Staffing Team online file.

CONFIRMATION OFFER OF EMPLOYMENT

Once all relevant clearances have been received the Recruitment Team will inform the Hiring Manager and send an offer letter and contract to the candidate and copy in the hiring manager for information.

Contracts should not be issued without the necessary pre-employment checks being completed

NB. For Medical Posts the confirmation offer letter and contract will be issued by the Medical Staffing Team

Master confirmation offer letter and contract are held within the Recruitment Team/Medical Staffing Team

Where a candidate fails to meet the conditions applicable to the offer of employment, further discussion should take place with the candidate regarding the reasons for the failure to meet the conditions. Where appropriate, managers should cross reference to relevant Trust policies e.g. Trust Policy for Disclosure of Criminal Background, Policy for Professional Registration and should seek advice from the HR Department prior to making a final decision.

It is the responsibility of the Hiring Manager after seeking advice from the HR Team, to inform the candidate of the decision to withdraw the post verbally and in writing.

COMMENCING EMPLOYMENT PRIOR TO COMPLETION OF PRE-EMPLOYMENT CHECKS

Failure to carry out pre-appointment checks for employees, volunteers or students can put the safety and the lives of patients at risk.

The Board acknowledges that operational pressures sometimes result in employees commencing in post prior to checks such as DBS, references, Work health assessments and Registration Verification being completed.

In balancing the risk between commencement in post and service pressures the following guidance should be followed:-

- It is illegal for anyone working with children who are required to be checked under the Protection of Children Act, to be commenced in post until all checks are complete even if in a supervisory situation. It is illegal to commence employment without a Children's Barred List check for this category of staff.
- No-one should commence in post without full checks being completed if there are no major consequences of waiting for checks to be complete.
- If there are major consequences of not commencing in post, approval should be gained in writing (email) from the Chief Nurse, Medical Director or Chief Operating Officer.
- It is the Hiring Managers responsibility to ensure that all necessary checks are complete in accordance with the Trust's Recruitment Policy. Please contact your HR Manager with any questions regarding requirement for DBS checks
- If commencing an employee prior to receiving a DBS check, employment references and Occupational Health checks must be received before commencing employment.

INTERNAL APPOINTMENTS

The process for recruiting internally mirrors the process for 'online' appointments. If the post is only applicable for internal applicants this should be clearly stated on the advert.

If the successful applicant is an existing employee with UHNM then the recruitment officer calls the current and hiring manager and asks the below occupational health and DBS questions by phone in the first instance followed by email through TRAC.

Occupational Health

- Is the new job similar in nature Tasks/ Location? Yes / No
If the answer is No a further Occ. Health check must be done. (not asked for nurse recruitment)
- Has the candidate moved from a non-clinical to a clinical area? Yes / No
If the answer is Yes a further Occupational Health check must be carried out (not asked for nurse recruitment)
- Has the candidate had an occupational health referral in the last 12months or are you aware of any existing adjustments they have in the workplace? Yes / No
If the answer is Yes - further Occupational Health check done

DBS

What level of DBS is required for the role the candidate is currently in?

Where the level of check is different to the new role a new DBS needs to be carried out or where the candidate is moving from adults to children area and vice versa.

References

- One reference from the employee's current manager where the hiring manager is not the same as the current line manager

Retire And Return

Where a member of staff leaves the Trust and comes back into the same role they are able to start without completing additional pre-employment checks. The retire and return must:

- Have a break of minimum 2wks including two Sundays
- Must be 16hrs or less per week in first month employment
- Can only come back on up to 12 months FTC (This is a local trust policy VAPs longer than 12months will be assessed on a case by case basis)

The applicant will need to complete a model declaration form and if it is a qualified post the recruitment team will check the professional registration against the relevant register.

The recruitment team will contact the hiring manager within 24hours of offer to ask occupational health and DBS questions

DBS Level – Please confirm no change in DBS level required / with children required

(Enhanced without POCA/ Enhanced with POCA or standard)

Occupational Health – Please confirm

- **no changes to the working environment the candidate was previously in**
- **No additional occupational health referral is required**

Agency Appointments

The Trust will only use agencies within the Buying Framework to employ temporary staff as these organisations have met the standards required for recruitment and placement of staff. Any exceptions to this should be agreed by the Chief Executive. If an agency no longer complies with the Framework, the Trust will cease to use the agency. Details of the agencies covered by the Framework can be found from the Trust Supplies Department.

The hiring manager must send an e-mail to the agency making it clear what is required for the position, which details:

- The post and location
- The contracted period and working hours
- DBS requirement
- Qualifications and skills
- Banding and pay point
- Work health assessment clearance

It is the responsibility of the Hiring Manager to ensure a completed Assignment Checklist (Appendix 5) is completed which needs to be checked for accuracy.

INTERVIEWS

A minimum of two people should sit on interview panels. It is essential that the same selection panel should both short list and interview candidates. All panel members should be involved in the shortlisting process and should have received equal opportunity and Recruitment and Selection training. For senior appointments above Agenda for Change Band 7, advice should be sought from the HR Directorate about selection techniques and the composition of the interview panel.

Recruitment Selection interview training is provided by the Recruitment Team and Healthcare Careers and Skills Academy quarterly.

Where staff have direct and unsupervised contact with children the candidates attitude toward children and young people in general should be tested and also their commitment to safeguarding and promoting the welfare of children in particular.

The following areas should be explored where possible with applicant in the interviews:

- Their motivation and reasons for working with children,
- Their attitudes and behaviour about control and punishment,
- Their perceptions about the boundaries of acceptable behaviour towards children,
- Their ability to use and maintain professional relationships and their understanding of safeguarding children.

PROCEDURE OUTLINING RECRUITMENT PROCESS

Recruitment Process for Online Recruitment

Posts should be advertised via NHS Jobs and any additional publications where necessary. Where possible all applications will be managed via NHS Jobs and follow the process outlined below (there may be exceptions where the pool of applicants may have limited PC knowledge).

Process	Timescale	Responsibility
Electronic VAP form received through TRAC and Redeployment Register checks carried out	Within 1 business day of receipt	Recruitment Team
If no suitable redeployment candidate, advert put online NHS job/TRAC and other websites New job file created.	Within 1 business day (Closing date should be at least 1 week from date the advert is placed (Standard 2 weeks) and will be negotiated between Recruitment Team and Hiring Manager ²	Recruitment Team / Medical Staffing Team for medical posts
Hiring Manager notified by e-mail that job has been placed	Immediately after job going live	Recruitment Team / Medical Staffing Team
Applications sent to Hiring Manager via TRAC for shortlisting	Within 1 business day following closing date	Recruitment Team / Medical Staffing Team
Short Listing sent to Recruitment Team via TRAC including interview details ³	Within 5 business days following receipt ⁴	Hiring Manager
Invite to interview and Regrets sent out via TRAC	Within 2 business days of Short Listing returned	Recruitment Team / Medical Staffing Team

TRAC send out an automatic email the morning of the email for the hiring manager to click on a link and log into TRAC to download the interview pack by Medical Staffing	2 business days before the date of the interviews.	Recruitment Team / Medical Staffing Team Hiring Manager / Medical Staffing Team for medical posts
Interviews take place Copies taken of relevant documents for ID and right to work evidence Self Declaration forms checked and verified at interview – if a disclosure is made this is to be discussed at interview	There should be at least 5 working days between Invite to interview and interview date however where this is not possible it can be discussed on case by case basis with the recruitment team.	Hiring Manager

¹ If the advert is being placed in any hard copy publication, this will be as copy dates allow

² The closing date will be planned in accordance with workflow in order to minimise delays

³ Setting up the interview panel is the responsibility of the Hiring Manager (for medical posts this is done in conjunction with Medical Staffing)

⁴ Hiring Managers and Interview Panel members are expected to put time aside to short list, this is a planned activity and delays at this point impact the success of the recruitment activity. The timescales will be extended in the event of delays at this stage

Process	Timescale	Responsibility
Verbal offer made by hiring manager and applicant advised that references will now be Requested	Within 2 business days of interview	Hiring Manager
Outcome of interview, ID and right to work documents, Conditional Offer Letter Details, and Pre work health questionnaire Form A sent to the Recruitment Team/Medical Staffing Team advising if relevant evidence has been produced at interview and start date arranged.	Within 2 business days of Interviews	Hiring Manager
Request reference information via TRAC in first instance	Within 2 business days of receipt of Outcome of Interview	Recruitment Team / Medical Staffing Team

<p>Conditional Offer letter sent to successful applicants through TRAC including :</p> <ul style="list-style-type: none"> • ESR forms • Form to sign to accept conditional offer • Work Time Regulations form • Acceptance form • Values and behaviours • Self-Declaration Form (if not provided at interview) • DBS payment deduction form 	<p>Within 1 business day of receipt of Outcome of Interview</p>	<p>Recruitment Team / Medical Staffing Team</p>
<p>Regret email sent via TRAC</p>	<p>Within 2 business days of receipt of Outcome of Interview</p>	<p>Recruitment Team / Medical Staffing Team</p>
<p>Follow up references, work health assessment clearance, DBS clearance and signed acceptance of offer from candidate</p> <p>Pre-Employment checks complete</p> <p>Book Candidate Induction via TRAC</p>	<p>Over the period before the employee commences Employment with the exception of the acceptance form which will not stop the employee obtaining a start date</p> <p>Inform Hiring Manager within 1 business day of pre-employment checks complete to confirm start date.</p> <p>Within 1 business day of start date confirmed.</p>	<p>Recruitment Team / Medical Staffing Team</p> <p>Recruitment Team / Medical Staffing Team</p> <p>Recruitment Team / Medical Staffing Team</p>

ONE OF THE FOLLOWING TWO OPTIONS WILL THEN APPLY
Relevant Clearances Received

<p>Recruitment Team sends contract to Hiring Manager and to the successful candidate</p>	<p>Within 3 business days of clearances/references being received</p>	<p>Recruitment Team</p>
<p>Recruitment Team emails Hiring Manager to personnel file</p>	<p>As above</p>	<p>As above</p>
<p>Hiring Manager is responsible for completing the ESR forms and sending to Payroll and sending the employee their contract</p>	<p>Prior to employment</p>	<p>Hiring Manager</p>

NB For Medical Posts - Medical Staffing will complete all paperwork as outlined above

⁵ This is to allow time for candidate to receive the invite, organise personal/work arrangements to enable attendance and to confirm

⁶ The Recruitment Team where possible should call the Hiring Manager prior to emailing Conditional Offer to ensure it is given urgent attention. If the Hiring Manager is away from the office, they should ensure instructions are given to an alternative manager in the Division

OR Relevant clearances not received

<p>If relevant checks not received after 7 calendar days, Recruitment Team to continue chasing outstanding information.</p>	<p>Within 7 Calendar days</p>	<p>Recruitment Team</p>
<p>If the references and clearances have not been received within the 14 calendar days ⁷ time frame the Recruitment Team/Medical Staffing Team informs Hiring Manager of outstanding information</p>	<p>Within 7 Calendar days</p>	<p>Recruitment Team</p>
<p>Hiring Manager makes decision on delaying start date: <i>For guidance on commencement of employment without full set of clearances please see Section 10 of the Recruitment Policy.</i></p>	<p>Individual informed of the delay for commencing employment Recruitment Team to contact the applicant to reiterate the severity of the outstanding information</p>	
<p>If outstanding information cannot be obtained, or there is an issue with receipt of pre-employment checks, and the reasons are genuine, the Hiring Manager must decide if to continue employment or withdraw the offer of employment. Advice should be sort from the HR department. Where an offer of employment has been withdrawn it is the responsibility of the hiring manager to contact the applicant and confirm this with reasons followed up by confirmation to the applicant in writing</p>		

⁷ OR 7 calendar days prior to applicants expected date of commencement if less than three weeks

List A

Lists of acceptable documents for manual right to work checks

Acceptable documents to establish a continuous statutory excuse

1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3.	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4.	A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6.	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7.	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8.	A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A birth (short or long) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10	A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B

Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave

1.	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3.	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4.	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Group 2 – Documents where a time-limited statutory excuse lasts for 6 months

1.	A Certificate of Application issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
2.	An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3.	A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

DATA PROTECTION OF EMPLOYMENT RELATED INFORMATION

In line with data protection legislation any information regarding the recruitment process for non-appointed applicants should be destroyed within 6 months of the interview date, once the recruitment case is closed.

Exceptions may apply when there is any investigation to the appointment.

Referencing

To comply with amendments to data protection under the General Data Protection Regulation (GDPR) 2018, employers should ensure that all workers are aware that it is policy to only provide factual references.

Requests for employment history should be dealt with by the Human Resources department or other relevant personnel function. This is to remove the risk of an applicant directing the new employer to someone who may provide inaccurate or fraudulent information.

CHECKLIST FOR MANAGERS WHEN ENGAGING NON-MEDICAL NON-CLINICAL AGENCY STAFF

In accordance with the Trust's Recruitment and Selection Policy HR08 it is the Hiring Manager's responsibility to ensure that all necessary checks are complete in accordance with the Trust's Recruitment Policy. Line managers are responsible for the appointment of all staff including temporary workers. All Managers are requested to ensure that the following actions are fully completed when engaging temporary staff from Agencies:

REQUIRED ACTION	DATE ACTION COMPLETED
(1) If you have a vacancy please ensure that you have completed a Vacancy Approval Form in order to authorise recruitment to the vacancy. Agency appointments should only be considered in exceptional circumstances.	
(2) If an agency appointment is required, please ensure that the supplier you intend to use is available via a nationally approved framework, and the correct procurement process has been followed. The Supplies and Procurement department can provide information and support.	
(3) Please ensure that the Agency is absolutely clear what is required by the Trust, by submitting your request to the Agency in writing with a copy of the Job Description and Person Spec.	
(4) Please ensure that any rates quoted by the suppliers are in accordance with the TDA Agency Price Caps and the Trust's Standard Operating Procedure – Agency Price Caps (please see the attached documentation).	
(5) Please ensure your written request to the Agency confirms all the following details: <ul style="list-style-type: none"> ○ Post title ○ Post location ○ The contracted period that the Agency Worker is required ○ Working hours (include start and finish times but exclude breaks) ○ Confirmation as to whether a DBS is required for the post in question ○ Qualifications, skills and knowledge for the post ○ Confirmation of the Agenda for Change banding and pay point 	
(6) Please ensure a completed Assignment Check List is received from the Agency to ensure compliance against the NHS Employment Check Standards.	
(7) Please closely check the Assignment Check List for accuracy, alongside a copy of the CV and references, which must include the period the individual was registered with the agency, all assignment dates, roles and name and address of all work places, quantity and pattern of absences from assignments and any cause for concern within the agency including request buy a client for the person to be withdrawn from an assignment which upon investigation was found to be justified, to ensure that the Agency Worker is appropriately qualified and checked before any work is commenced within the Trust.	

REQUIRED ACTION	DATE ACTION COMPLETED
<p>(8) Please conduct an ID check using a photographic form of ID when the Agency Worker attends for first shift, prior to commencing any work.</p> <p>Acceptable photographic personal identification</p> <p>Photographic documents to verify a person's identity which should be compared with the applicant's likeness. Acceptable documents of photographic personal identification include:</p> <ul style="list-style-type: none"> • UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passport • passports of non-EU nationals and other valid evidence relating to their immigration status and permission to work* • UK full or provisional photo-card driving licence – where relevant to the position being recruited to, additional information may be sought about any penalties or restrictions through the DVLA's on-line 'Share Driving Licence Service'. • EU/other nationalities photo-card driving licence (valid up to 12 months up to the date of when the individual entered the UK and providing that the person checking is confident that non-UK photo-card driving licences are bona fide) • Biometric Residence Permit (formerly known as identity cards for foreign nationals) (UK)* • HM Armed Forces Identity card • ID cards carrying the PASS accreditation logo (UK and Channel Islands), for example a UK Citizen ID card. This card can be applied for by residents of the UK and is verifiable with similar security marks to UK passports and driving licences. <p>Any other document that is not listed above, for example organisational ID cards, must not be accepted.</p>	
<p>(9) Please retain and attach to this form:</p> <ul style="list-style-type: none"> • a copy of your original written request to the Agency • a photocopy of the photographic ID which you have signed and dated to confirm you have seen the original photographic ID • CV • References • Confirmation when the last DBS check was and results received including the date of the latest DBS check and whether it included any disclosed information • A work health assessment may be undertaken by a Safe Effective Quality Occupational Health Service (SEQOHS) accredited occupational health provider. Employers should ensure that agencies are clear about what level of clearances,(including vaccination requirements). • Are any reasonable adjustments required (Employers will only be required to carry out a further work health assessment on agency workers if there has been a significant change to the nature of work and/or working environment, or if there are changes to the health,) • the Assignment Check List received from the Agency. 	



EMPLOYMENT CHECKS DOCUMENT CROSS REFERENCE TOOL

CHECK TYPE DOCUMENTS	IDENTITY			RIGHT TO WORK		CRIMINAL RECORD		
	Photo	Address	Non-photo	List A (permanent right to work in the UK)	List B (temporary right to work in the UK)	Group 1 (primary)	Group 2a (trusted Government)	Group 2b (Financial and social)
Current UK/EU/other nationalities passport	✓			✓	✓	✓	✓	
Current UK Biometric residence permit (BRP) card				✓	✓	✓	✓	
Current residence card (issued since 6 April 2015)				✓	✓		✓	
EU national ID card (valid)				✓				✓
Certificates of registration or naturalisation				✓				
UK full or provisional photo card driving licence	✓	✓				✓		
EU/other nationalities photo card driving licence (valid up to 12 months on entry to UK)	✓							
UK full old-style paper driving licence (old-style provisional licences are not acceptable)			✓					
Application registration card (for asylum claimants)					✓			✓ With a Positive Verification Notice
Certificate of Application, issued by the Home Office				✓	Less than six months old			✓
Positive Verification Notice				✓	✓			✓
Work permit/residency permit (UK) valid to the expiry date			✓					✓
Current immigration status document				✓	✓		✓ With an official document stating National Insurance number and name.	
Identity cards carrying the PASS accreditation logo (UK and Channel Islands)	✓							✓
HM Armed Forces Identity card (UK)	✓						✓	
Letter from head teacher or college principal (16-19 year olds)			✓					✓
Utility bill (gas, water, electricity or landline telephone)		✓						✓
Local authority tax statement i.e. council tax		✓						✓
Full old-style paper driving licences (not provisional)	✓	✓	✓					✓

EMPLOYMENT CHECKS DOCUMENT CROSS REFERENCE TOOL

CHECK TYPE DOCUMENTS ↓	IDENTITY			RIGHT TO WORK		CRIMINAL RECORD		
	Photo	Address	Non-photo	List A (permanent right to work in the UK)	List B (temporary right to work in the UK)	Group 1 (primary)	Group 2a (trusted Government)	Group 2b (Financial and social)
HM Revenue and Customs tax notification		✓						
Financial statement (bank, building society or credit card) – UK and EEA only)		✓						✓
Bank of Building Society account opening letter		✓						✓
Credit union statement		✓						
Mortgage statement from a recognised lender (UK/EEA)		✓						✓
Financial statement i.e. pension or endowment		✓						
Local council rent card or tenancy agreement		✓						
Evidence of entitlement to DWP benefits i.e. child benefit, pension etc.		✓	✓					
Benefit statement i.e. tax credits		✓	✓					✓
Confirmation from an electoral register		✓						
Full birth certificate (UK and channel islands)			✓	✓		✓	✓	
Full birth certificate issued by UK authorities overseas			✓					
Most recent HM Revenue and Customs tax notification i.e. assessment, statement of account, P45, P60 or notice of coding (UK and channel islands)		✓	✓					✓
Adoption certificate (UK and Channel Islands)			✓	✓		✓		
Right of abode certificates				✓				
Marriage/civil partnership certificate			✓				✓	
Gender recognition certificate			✓					
Deed poll certificate			✓					
Firearms certificate/licence (UK, channel Islands and Isle of Man)			✓				✓	
Police registration document			✓					
Certificate of employment in the HM Forces (UK)			✓					
Local/central government agency or local council, giving entitlement such as the Department for Work and Pensions, the Employment Service or HRMC			✓				✓	
Letter of sponsorship from future employer							✓	✓