

Recruitment and Selection Policy

Title:				
Recruitment and Selection Policy				
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1 INTRODUCTION

- 1.1 Sherwood Forest Hospitals NHS Foundation Trust recognises that their staff is the most precious resource. The purpose of this policy is to ensure the Trust is best placed to enhance and sustain its aim of being an employer of choice and recruits the right staff in the right numbers with the best skills, knowledge and experience to deliver excellent services to our patients.

2 POLICY STATEMENT

- 2.1 This policy outlines the general principles for recruitment and associated processes including pre employment checks, recruitment of ex-offenders and arrangements for secondments.

This policy aims to achieve this by:

- Ensuring that all recruitment activity meets the Trust responsibility as an Equal Opportunities employer and selection decisions comply with legal and NHS requirements and can be seen to be free from any bias or discrimination.
 - Describing the core principles for the recruitment process and associated processes for employment.
 - Describing the process for ensuring that all appropriate employment checks are undertaken for all staff (temporary and permanent)
- 2.2 This policy should be read in conjunction with:
- the procedure and guidance for the Recruitment and Selection
 - the Policy and Procedure for Disclosure and Barring Service
 - the Professional Registration Policy

3 DEFINITIONS

- 3.1 **Trust** – for this policy is the Sherwood Forest Hospitals NHS Foundation Trust
- 3.2 **Appointing Managers** are managers who have been appropriately trained to appoint employees.
- 3.3 **DBS** – The Disclosure and Barring Service is an executive non-departmental public body, sponsored by the Home Office. The DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

4 ROLES AND RESPONSIBILITIES

- 4.1 **Executive Director of Human Resources** has responsibility to ensure that the policy for Recruitment and Selection and supporting procedures comply with current legislation, Department of Health guidance and recognised best practice. Also to ensure that the recruitment policy is audited and that feedback is given to the Trust Board to provide assurance that this policy is being adhered to
- 4.2 **Appointing Managers** are required to read and understand this policy in order to comply with this policy and supporting procedures. Lead shortlisters and Interview Panel Chairs must have also attended appropriate training in Recruitment and Selection.
- 4.3 **Resourcing Manager** has responsibility for ensuring that the systems described are designed, updated, monitored and audited to ensure compliance. Also to provide reports and key performance indicators to reporting committees.
- 4.4 **Recruitment Team** is responsible for providing high quality administrative support services for all recruitment activity and for ensuring the 6 Employment Standards issued by NHS Employers are met and for recording all outcomes.

5 SCOPE of POLICY

- 5.1 This policy covers the appointment of all staff, whether on permanent bank or fixed term contracts and is supported by separate guidance covering the detailed process.

6 CONSULTATION

- 6.1 Consultation on this policy has primarily been via the Joint Staff Partnership Forum.

7 CORE PRINCIPLES

7.1 Recruitment and Selection

7.1.1 Vacancy Control

All requests for temporary cover of a post, appointment to a new post, or change to an existing post must be approved via the Trust Vacancy Control Panel or delegated authoriser. A unique number will be given to each request and used by HR, Finance and Procurement to enable a clear audit trail.

7.1.2 Advertising

Requests to advertise must be made via Trac (applicant tracking system), ensuring the correct matched/evaluated job description and person specification is used.

Adverts must be free from any discriminatory content, either direct or inferred and should aim to reflect concisely the requirements of job description and person specification.

The Recruitment Team may amend content of adverts to support branding, improve exposure on social media and meet equal opportunity legislation.

All vacancies will be advertised on Trac and NHSjobs as a minimum, unless approved by the Resourcing Manager.

Any additional advertising will only occur after careful consideration of the most appropriate and cost effective method dependant on circumstances. The final decision on if additional media is used rests with the Resourcing manager who holds the corporate budget for advertising.

7.1.3 Job Information

Appointing Managers should provide sufficient additional information to enable the applicant to make an informed decision as to whether to submit an application. This includes providing a named contact with the Department who will be available to discuss the post in more details with prospective applicants

7.1.4 Applications

Applications should be submitted online via Trac or NHSjobs. CVs will only be accepted where stated and in addition to the above and offline applications will only be accepted on the NHS national application form in exceptional circumstances.

Internal applicants, as a matter of courtesy, are encouraged to notify their Manager of their intention to apply for another post within the Trust

7.1.5 Shortlisting process

Shortlisting is done online using functionality with in Trac. Managers will shortlist applicants using the criteria derived from the job description and person specification to ensure that the most suitable applicants are selected and that discrimination does not occur.

If an applicant who has declared a disability and meets the minimum selection criteria they must be offered an interview in accordance with the Trusts commitment of the Two Ticks award.

If an applicant who has been identified 'at risk' and meets the minimum selection criteria they must be offered a preferential interview in accordance with the Trust Organisational Change policy and any regional/national agreements in place.

7.1.6 Interview process

Appointing panels must consist of at least two people to reduce the opportunity for bias. In certain circumstances there will be a requirement for larger panels according to the type of post.

As a minimum the Chair of the interview panel must have attended appropriate recruitment and selection training. It is the Trust's aim to ensure that all staff involved in this process will receive such training.

Interview packs will be provided by the Recruitment Team and will be kept up to date with the latest guidance on best practice and legal requirements for safe and transparent recruitment.

Interviews are used to test knowledge and experience and skills as appropriate against the requirements for the post

7.1.7 Offer and Confirmation of Appointment

Appointments will not be confirmed until the requirements 6 Employment Standards issued by NHS Employers are met:

- Verification of Identity – check on applicant's full name, signature, date of birth and full permanent address and requirement for valid, dated, current and original documents containing their photograph or an endorsed passport sized photograph. Identity checks must take place face to face and documentary evidence retained for the duration of employment and a record maintained in ESR.
- Right to Work in UK Status - documents or combinations of documents specified on official lists are sought. If the applicant does not have right to work status and the vacancy is difficult to recruit to the Trust may within defined parameters apply for a Certificate of Sponsorship. All those who are employed on limited rights to work now have their status verified annually. Documents evidencing right to work must be retained for the duration of employment and a records maintained in ESR.

- Professional Registration– where professional registration is required to carry out a role it is checked at offer stage via Trac and verified again on actual commencement and details recorded in ESR. It is a contractual condition that where required, an employee has registration throughout their employment and monthly checks are made directly with registered bodies and any breaches result in stopping of duties and pay – please see the Professional Registration Policy.
- Qualifications - where a Registration check has been made by the relevant regulatory body it is not necessary to verify qualifications separately, however for certain posts as required, qualification checks are carried out e.g. financial or managerial positions. Documentary evidence must be retained for the duration of employment and a record maintained in ESR.
- Employment History and References - References and application forms are cross-checked to verify accurate dates of previous employment. References are sought after a provisional offer has been made, via Trac or in writing using a standard form. References covering the last three years as a minimum are requested for external applicants and one reference from the current line manager is requested for internal transfers. Inter Authority Transfers are also completed via ESR for all applicants from previous NHS employment.
- DBS –Posts defined as regulated or controlled activity require an appropriate level of Enhanced DBS check and this is carried out before commencement of the post. A Standard DBS may be used for posts with limited access.
- Occupational Health – where required for the role a risk assessment is carried out and a linked work health check made. Also a health check is made where an applicant has highlighted they have a health condition or disability that might affect their work and may require special adjustment to their work or place of work.

A statement of main terms and conditions is issued with a confirmation of employment offer ideally before commencement of employment but must in any event legally be received within 8 weeks of the commencement date.

7.1.8 Equality and Diversity

The Trust is committed to equality of opportunity and values equality, diversity and human rights and ensures that this vision runs through all aspects of service provision and employment. The publication of Equality

Schemes and supporting information, including monitoring of recruitment processes, reflects a committed approach and represents a positive process that equality will consistently underpin all aspects of leadership and service planning.

The Trust will maximise opportunities for employment of underrepresented groups and actively seek opportunities to build and sustain diversity at all levels, working with local communities and local education providers.

7.1.9 Induction

All new recruits, on commencement of employment, must attend the Trust Orientation Day. Most clinical and some support staff may also attend a longer induction programme to support their new role. Line managers are responsible for ensuring their new staff have a local ward / department induction.

7.1.10 Performance Review of New Employees

In line with the Knowledge Skills Framework all new employees will have a KSF Outline that describes the knowledge and skills required to do the job and will have yearly Appraisal with their manager. Some newly qualified professional staff will also need to demonstrate competencies at agreed intervals in order to progress.

Remedial action should be taken to deal with any areas of concern. Any action taken should be in accordance with the disciplinary, attendance and capability procedures and may result in the deferment of gateway progression.

7.1.11 Exit Procedure

All staff who leave the Trust will be encouraged to complete an Exit Questionnaire and may be invited to take part in an exit interview. The feedback gained will be used in informing retention strategies and devising solutions to help improve staff satisfaction.

7.2 Recruitment of Ex-Offenders

The Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. The Trust undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed

The Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range

of applicants, including those with criminal records. Selection of applicants for interview is based on their skills, qualifications and experience.

A Disclosure is requested in relation to positions where we have a duty to protect children and vulnerable adults. Application forms and job adverts contain a statement that a Disclosure will be requested if being offered the position.

The Trust requires all applicants to provide details of their criminal record at an early stage in the application process. This information is requested on a separate declaration form and any information given will only be seen by those who need to see it, as part of the recruitment process.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment, or may constitute a disciplinary offence if the position has already been taken up. Any matter revealed in a Disclosure will be discussed with the applicant before withdrawing an offer of employment.

Having a criminal record will not necessarily bar applicants from working with the Trust. This will depend on the nature of the position and the circumstances and background of any offences. The Trusts primary responsibility is the safe care of patients, but will seek to balance this with fair and open recruitment processes.

7.3 Secondment

The Trust recognises that secondments offer valuable opportunities for staff development as well as providing a solution to short and medium term service needs. A secondment may be defined as "the temporary loan of an employee to another organisation, or to a different part of the same organisation, for a specific purpose for a specific time to mutual benefit of all parties". This policy applies to staff that are seconded within the Trust, seconded to or from another NHS organisation, seconded to or from a non NHS organisation.

The Trust ensures secondment opportunities are fair and effective and meet the needs of the organisation and the individual. No member of staff will be automatically prevented from seeking a secondment opportunity. In considering an individual's request for a secondment, line managers will be expected to balance up the needs of the individual, the service and the Trust.

8 MONITORING COMPLIANCE

- 8.1 There is a regular audit of the Recruitment Process undertaken by the internal audit department.

9 DISTRIBUTION

- 9.1 The policy will be held on the Trust intranet site under HR Policies.

10 AUTHOR AND REVIEW DETAILS

Date issued:	July 2016
Date to be reviewed:	July 2018
To be reviewed by:	Resourcing Manager
Executive Sponsor:	Executive Director of Human Resources

11 APPENDICES

There are no appendices contained within this policy.