**RECRUITMENT PROCESS FLOWCHART **

**APPENDIX 6A**



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|  | **H&SC - RECRUITMENT PROCESS APPENDIX 6B**  Complete Vacancy Management Form (R1a) and back up documentation   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | **VMF R1a** | **Advert R2** | **Job Description** | **Person Spec** | **Business Case R1b  (New posts only)** |  |  | | --- | | The recruiting manager should authorise the VMF and email all documentation\* to Finance for approval; Brian Gilmour / Susan Hynd / Fiona Robertson  It would be helpful if the appropriate Divisional Admin could be copied in at this point  Brenda Ward (Fife Wide)  Carol Jaundrill (West)  Kirsty Chater (East) |  |  | | --- | | If approved, Finance will return the VMF (by email) to the appropriate Divisional Admin.  VMFs are recorded and given a ref. no, then passed to  the appropriate Divisional General Managers Office for approval and to add the business rationale |  |  | | --- | | VMFs are then passed to Michael Kellet for approval/discussion at SLT Meeting  (Deadline -12noon on a Thursday to Kerry Elliott)  VMFs will be returned on a Friday to the Divisional General Managers Office for  onward distribution to the appropriate Divisional Admin |  |  | | --- | | Divisional Admin will submit paperwork\* to Recruitment Hub ([Fife-UHB.HRVMF@nhs.net](mailto:Fife-UHB.HRVMF@nhs.net))  (Deadline - 5pm on a Tuesday)  \*HR will only accept “word” copies of the Job Spec, Person Spec and Advert.  If documents are not with the Divisional Admin by this point this may delay in the VMF being processed. | |

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| If Recruitment receive the approved paperwork within the above timescale  posts will be advertised the following week  e.g. If a post is approved at SLT on Friday 1st April 2016 and is submitted to Recruitment before Tuesday 5th April 2016  it will be advertised on Tuesday 12th April 2016, if we miss the cut-off will not be advertised until 19th April 2016 |

Vacancy Advertised for two weeks

Non Clinical shortlisting sent to Recruiting Manager within **7 working days of closing date**

**Clinical** shortlisting sent to Recruiting Manager within **3 working days of closing date**

Recruiting Manager to return shortlisting and interview details within **10 working days**

Recruiting Manager to return shortlisting and interview details within **5 working days**

Recruiting Manager to give the Recruitment Team **10 working days notice of interview**

Recruiting Team to issue invite to interview letters within **5 working days notice of interview**

Recruiting Manager to return recruitment paperwork and request references within **2 working days of interview**

**Notes for Manager – Clinical Posts**

* Interview date to be included on advert would be 6 weeks from publication date (4 weeks from closing date of advertisement)
* Shortlisting decisions should be scheduled in your diary between 4 and 7 days of closing date of advertisement
* Pre-Employment Checks will vary but outstanding checks should be queried with Recruitment from 3 to 4 weeks of interview date

**External Candidate –**

**Recruitment Assistant**

Within 2 working days of receipt:

* Update database
* Issues regret letters
* Issue conditional offer letter, health questionnaire and Disclosure/PVG application (as applicable)

Within 1 working day of receipt:

* Process the returned PVG/Disclosure (NOTE: Disclosure Scotland normally takes an average of 3 weeks at this stage)
* Process the returned Health Questionnaire
* Confirm pre-employment checks are complete with the manager

Within 3 working days of completed checks

* Issue unconditional offer

**Internal Candidate –**

**Recruitment Assistant**

Within 2 working days of receipt:

* Update database
* Issues regret letters
* Issue PVG/Disclosure application as applicable via mail
* Issue Health Questionnaire if applicable

Within 1 working day of receipt:

* Process the returned PVG/Disclosure and Health Questionnaire if applicable (NOTE: Disclosure Scotland normally takes an average of 3 weeks at this stage)
* Confirm pre-employment checks are complete with the manager

Within 3 working days of completed checks

* Issue unconditional offer

**APPENDIX 6C**

**VACANCY APPROVAL – NEW POST**

**CORPORATE DIRECTORATE**

VACANCY ARISES NEW POST

Job submitted for evaluation

The VMF and R1b Request to Recruit to New Post is authorised by the appropriate EDG member

**(see separate arrangements for Health & Social Care & Acute Posts**

Manager submits Job Description, Person Specification, Advert and Vacancy Approval to Recruitment Department **(by Tuesday 4pm)**

Recruitment to submit post to EDG for approval where required

Post Approved

Post not Approved

Outcome notified by Recruitment Team

Outcome notified by Recruitment Team

Recruitment Section bring all vacancies to attention of redeployment group

**VACANCY APPROVAL – NEW POST**

**CORPORATE DIRECTORATE**

VACANCY ARISES REPLACEMENT

EMPLOYEE RESIGNS

Changes to Job Description

YES

Job submitted for evaluation

Manager conducts Exit Interview

NO

Vacancy Management Form (VMF) completed and submitted to relevant EDG member for approval.

**(see separate arrangements for Health & Social Care and Acute Posts)**

Job Description, Person Specification, Advert and Approved Vacancy Management Form submitted to Recruitment Department **(by Tuesday 4pm)**

Specified vacancies are submitted to EDG for approval and outcomes notified by Recruitment Team

Recruitment Section bring all vacancies to attention of Redeployment Group