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Title: Recruitment and Selection Procedure

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Contents

1 Introduction

The Trust recognises the importance of good recruitment and selection decisions. The aim of this procedure is to act as a guide/framework for all managers and staff involved in the recruitment and selection process at any level. It is also to promote and maintain high professional standards of recruitment, which are fair, consistent and efficient, ensuring that the Trust complies with employment legislation and best practice.

Our strategic goals as outlined in the Trust Strategic Framework 2021 – 2025 are:

To co-create a great experience for our patients, carers and families, so you will experience:

- **Outstanding** and compassionate care, all of the time.
- **Access** to the care that is right for you.
- **Support** to achieve your goals.
- **Choice** and control.

To co-create a great experience for our colleagues, so you will be:

- **Proud,** because your work is meaningful.
- **Involved** in decisions that affect you.
- **Well led** and managed.
- That your workplace is **fit for purpose.**

To be a great partner, so we will:

- Have a **shared understanding** of the needs and the strengths of our communities
- Be **working innovatively** across organisational boundaries to improve services.
- Be **widely recognised** for what we have achieved together.

The Trust's Journey To Change Launched in 2021 outlines the Trust's new set of Values

The Trust is committed to co-creating safe and personalised care that improves the lives of people by involving them as equal partners. The most important way we will get there is by living our values, all of the time.

Respect

- Listening
- Inclusive
- Working in partnership

Compassion

- Kind
- Supportive
- Recognising and Celebrating

Responsibility

- Honest
- Learning
- Ambitious

2 Purpose

This policy and procedure sets out the criteria and procedures to be followed for fair, timely and cost effective recruitment of staff and takes account of current legislation relating to employment, equality, diversity and inclusion, General Data Protection Regulation (GDPR), rehabilitation of offenders, safeguarding of children and vulnerable adults and NHS Guidance.

This policy and procedure defines the expected standards of good practice in recruitment to ensure a consistent approach and ensuring that the best people are recruited regardless of race, gender, age, disability, religion, nationality, belief, sex or sexual orientation, gender reassignment, marriage or civil partnership, maternity or paternity, criminal conviction history or disability. The Trust also recognises the value serving personnel, veterans and military families bring to our workforce.

To ensure we meet our commitments to the Disability Confident Scheme all applicants with a disability, who meet the minimum criteria for a job vacancy, will be guaranteed an interview and be considered on their abilities. The Trust recognise the importance of and are committed to making reasonable adjustments to the recruitment process and throughout the employment journey if successful to allow an individual to take up a post.

Throughout this procedure the Trust aims to:

- To set standards of best practice and ensure staff and managers are aware of the agreed processes when recruiting to a vacancy.
- Ensure that all vacancies are recruited to in line with the mandatory NHS Employers NHS Employment Check Standards.
- Comply with CQC standards, NHS Employer standards and Statutory Legislation.
- To support service user and carer involvement.
- To attract and retain a diverse workforce which is representative through the organisational levels, of the community it serves;
- Promote its vision by enabling those involved in recruitment to attract, develop and retain the best people across disciplines, putting patients at the centre of everything we do;
- Follow efficient and effective recruitment practices ensuring new recruits are in post in the right timescales;
- Ensure that recruitment decisions are fair, consistent, transparent and based on merit;

3 Who this procedure applies to

- This procedure applies to all managers and staff involved in the recruitment and selection of staff. All applicants for positions within the Trust must be selected for appointment on merit. The Trust will carry out recruitment activities and place advertisements (both internal and external) whilst acknowledging its responsibilities with regard to its own internal policies, employment legislation and best practice.

This Procedure applies to ALL Trust staff

The NHS Employment Standards are mandatory and are applicable to the appointments of volunteers, students, trainees, contractors, highly mobile staff and staff supplied by an agency.

Guidance relating to the appointment of agency staff is available within the Engagement and Use of Temporary and Self-Employed Workers Procedure.

Appointments relating to volunteering are co-ordinated by the Voluntary Services Manager.

4 Related documents

This procedure also refers to:-

- ✓ Policy and Procedure for the Verification of Registration of Health Care Employee
- ✓ Responsibility for Providing References Procedure
- ✓ Induction Procedure
- ✓ Organisational Change Procedure
- ✓ Probationary Period Procedure
- ✓ Workplace Adjustment Procedure

5 Roles and Responsibilities

Role	Responsibility
Chief Executive and Trust Board	• Ensuring there are effective arrangements for safe recruitment and selection processes within the Trust. • Ensuring that staff are aware of the requirements of policy and are appropriately trained.
Appointing Managers	• Ensuring compliance with the requirements of this policy and all associated employment legislation. • Ensuring all pre-employment checks are undertaken in line with the mandatory NHS Employment Check Standards prior to agreeing a date of commencement. • Ensuring that all individuals involved in the recruitment process have received the appropriate guidance/training • Ensuring a clear understanding of the vacancy being recruited to in terms of the knowledge, skills, experience, qualifications and attributes. • Where practical, ensuring service user and carer involvement

People and Culture	• Providing advice and guidance to staff, external applicants and managers on the application of this policy. • Ensuring robust monitoring mechanisms operate to monitor compliance against the required standards. • Ensuring the processing of all documentation is undertaken in line with the requirements of the Data Protection Act. • Providing training and guidance to managers, service users and carers involved in the recruitment and selection process. • Recruitment Team/ the Equality, Diversity and Human Rights Team available for support and guidance in relation to reasonable adjustments

6 Procedure

This procedure sets out what Tees, Esk and Wear Valleys NHS Foundation Trust does to ensure compliance with the requirements of NHS Employment Check Standards and employment legislation associated with the recruitment and selection to a vacancy.

As an NHS employer, the Trust will do everything possible to ensure safe and informed recruitment decisions can be made. This procedure provides details of the employment checks that are required and processes for undertaking these checks. This procedure will ensure that all managers and staff involved in the recruitment and selection of staff are aware of the correct procedure and processes and of their roles and responsibilities.

The recruitment process is often the first experience an individual has of an organisation. It is therefore vitally important that it is as professional and positive as possible, ensuring candidates are left with a positive image of the Trust.

Selection for a vacancy will be based on relevant qualification, experience, aptitude and an appropriate assessment of an individual's potential for future development. The process is designed to ensure that objective measurable criteria are applied during the selection process.

7 Recruitment and Selection Framework

7.1 Establishing the Vacancy

The recruiting/line manager is responsible for identifying when there is a vacancy to be recruited to. All vacancies, whether new or current, must be reviewed in line with the needs of the service. Consideration must also be given as to whether the duties can be delivered in a different format (i.e. part-time or delivered more effectively by redesigning the role).

Very occasionally, there may be genuine occupational factors that legitimately restrict applicants. This is known as a 'Genuine Occupational Requirement' (GOR). Very careful consideration should be given before applying a GOR. Such restrictions are rare and, if wrongly applied, unlawful. Guidance and advice should be sought from the HR department/Recruitment Team on the use of GORs.

Managers should always review the job description and person specification to ensure that it is up to date and accurate.

Person specifications must reflect all the skills, knowledge and abilities that are required for the role.

Job descriptions and person specification for Agenda for Change staff that are new to the organisation, or any existing ones that required significant changes to responsibilities, will need to be approved through the job evaluation process within the HR department. When making changes managers should liaise with the People and Culture Directorate for support and guidance.

7.2 Approval to Recruit

All posts are subject to establishment control. TRAC facilitates the process and enables posts to be approved virtually. All vacancies must have a minimum of 2 approvers, Finance and the relevant Service Manager. Recruiting Managers ought to ensure they have enough funding approved for the number of vacancies they wish to recruit to. This will delay conditional offers of employment being sent to successful candidates if there is insufficient funding approved for the number of appointments offered.

Before submitting a vacancy for approval managers should ensure they have the following:-

- approved job description and person specification
- advert wording
- any additional documentation to supplement the advert
- Cost code/budget code/s
- short listing criteria identified from the person specification
- shortlister/s

The recruiting/line manager is responsible for completing the vacancy request form on TRAC and including the advert text, job description and person specification and other documentation required. The step by step guide to the approval process is defined in the TRAC managers' guide.

There may be occasions where a post does not progress through the recruitment process because of staff being classed as at risk due to **organisational change, redeployment, to respond to an urgent service need or there is a need to ring-fence a post**. Discussions must be held with a representative in the first instance. All posts will be considered for suitability for redeployment prior to advertising, if a post is deemed suitable it will be offered to a member of staff deemed at risk. The Organisational Change procedure describes the circumstances whereby a vacancy(s) meet the requirements for slotting in or ring-fenced competition. In such circumstances the vacancy will only be open to applicants from an identified pool.

For registered nurse vacancies, the flexible nurse pool will also need to be reviewed before the vacancy can be released for any registered nurses employed on permanent contracts but are working in a fixed term funded role.

Posts are screened by the HR Operations team to assess suitability for alternative employment for staff registered within redeployment and those staff registered on the internal Transfer Scheme.

Posts may be advertised as permanent, fixed term, temporary or as and when required. There may be occasions where a post initially is advertised as fixed term due to temporary funding, but it is believed that it is more than likely that the funding will become recurrent. Should the funding become recurrent the temporary post-holder may be offered the post without further competitive interview.

In the event that there is a requirement to fill a post on a short-term interim basis, local arrangements can be put in place for up to 8-12 weeks. Managers must ensure that the vacancy is still processed on Trac and the approval process followed. The post can then be ring-fenced or expressions of interest requested to all eligible staff. Depending on the circumstances this could be limited to a particular team. For example when short term acting up arrangements are required. If there is a requirement to fill the role beyond the 12 week period, the circumstances should be reviewed. If the circumstances are to continue either indefinitely or over a longer period of time, the vacancy should be advertised immediately in the normal way.

7.3 Advertising

The Trust will seek to ensure that they maximise advertising capabilities and that its employer branding is optimised. All posts will be advertised on NHS Jobs and the Trust website for a minimum of 2 weeks to allow maximum coverage. Social media platforms can be utilised to advertise posts if required such as Linked In, Twitter and Facebook.

Where the recruiting/line manager believes it is necessary to advertise the role using alternative external methods (i.e. professional journals, local newspapers, job boards) they should discuss this with the recruitment team who will advise on the appropriateness and also the cost.

Interview dates should be publicised in the advertisement. This increases the likelihood of candidates being available for interview and hence speeds up the recruitment process.

Applicants are required to apply online using the standard application form.

The recruitment team will advertise the post within 2 working days of all information being received and approved through the TRAC system. Once the post is advertised a confirmation e-mail will be sent to the recruiting/line manager to confirm the advert details. Recruiting/line managers should block out time to shortlist applications as soon as possible after the closing date to prevent losing applicants to other organisations.

7.4 Selection Process

The aim of the selection process is to appoint the candidate who, in the opinion of the selection panel, is the candidate most able to perform the duties laid down in the job description by reference to the person specification and KSF outline if applicable.

Selection will be based solely on objective criteria laid down in the person specification and KSF outline for the post. Appointing managers have the responsibility, in conjunction with the selection panel, to ensure the criteria being used is not indirectly discriminatory and that any measurement is undertaken objectively. The shortlisting panel do not have access to any demographic or personal information of candidates they are shortlisting.

All staff members of the interviewing panel must be compliant in Equality and Diversity mandatory training. It is **expected** that appointing managers have attended appropriate recruitment and selection training and Safeguarding Training in line with the requirements of Working Together to Safeguard Children and the Care Act. Recruiting managers are reminded of the Trust commitment to **involve service users or carers** in the recruitment and selection process.

7.5 Short-listing

After the closing date the recruitment team will move the vacancy to shortlist via TRAC alerting the recruiting/line manager that the vacancy is ready for shortlist. Shortlisting is facilitated through TRAC. The TRAC on-line shortlisting guide will support recruiting/line managers.

Recruiting/line managers should complete shortlisting on TRAC within three working days after the closing date of the vacancy.

Shortlisting should be completed by a minimum of 2 individuals and include at least one who will be on the interview panel. This should also include the involvement of service users and carers. A recruiting manager or member of the panel must disclose to the Trust any relationship between himself/herself and a candidate of whose application he or she is aware of.

On some occasions recruiting/line managers may wish to short list as a panel. If this is the preferred option, the recruiting/line manager must ensure that a note is added to TRAC to advise the recruitment team.

If a large number of applications have been received the recruiting/line manager should contact the recruitment team for advice and support on longlisting and also, if required, to negotiate a longer time period for shortlisting. Shortlisting managers should consider their resources for selection and shortlist a reasonable number of candidates, which will allow a successful appointment.

Recruiting/line managers should objectively assess all applicants against the person specification for the post and ensure that these criteria's are fulfilled throughout the process as these elements are measured, checked and verified throughout the process. Reasons for selection or rejection of all candidates should be documented on TRAC in order to ensure a fair and transparent process and to satisfy legal requirements. The short-listing scores and feedback are retained for 12 months on TRAC as they may be required, should a selection decision be challenged.

We are a Disability Confident committed employer and operate a guaranteed interview scheme for people who have declared themselves disabled (as defined by the Equality Act 2010) and meet the essential short-listing criteria. TRAC will highlight candidates who have declared a disability when the lead shortlister finalises the shortlisting. The recruiting/line manager is responsible for ensuring all reasonable adjustments are made to ensure they can attend for interview. Further advice can be sought from the recruitment team or the Equality, Diversity and Human Rights Team. The Trust has a duty under the Equality Act 2010 to make reasonable adjustments to allow a candidate with a disability to have access to interview arrangements. Examples of reasonable adjustments may include:-

- offering assistance with access, or communication
- changing room arrangements that ensure a disabled candidate is not disadvantaged
- adapting arrangements for selection or completion of tests
- provide written copies of the questions during the interview
- dimming lighting eg for someone who has epilepsy
- allocating additional time
- holding the interview in an accessible room

Where a candidate has declared a conviction or caution, the recruiting/line manager should contact the recruitment team for further advice prior to the selection process taking place.

Recruiting/line managers should allow at least seven calendar days' notice to the candidates when passing their shortlist to the recruitment team. Wherever possible the interview date should have been included in the advertisement so candidates are aware.

Once the interview method/s have been decided the recruiting/line manager needs to complete the process on TRAC. The system will guide through to the interview gateway and all the interview details need to be completed including:

- interview times
- interview venue
- directions
- any interview preparation required
- notification of any presentations/assessment etc

The recruitment team will ensure that candidates are notified that they have been shortlisted for interview within one working day of receiving the shortlist from the recruiting/line manager.

The TRAC system will automatically send an interview panel pack with confirmation of attendance and the final schedule. The interview panel will receive these one working day prior to interview. Managers can log onto TRAC and print the interview pack at any time prior to interview.

7.6 Interview

Candidates should be asked to bring with them to interview: verification of identification, proof of right to work, proof of current address, current registration with any professional body and certificates of qualifications where appropriate. There may be occasions when such documentation needs to be dealt with sensitively. Recruiting managers should contact the HR Team/Recruitment Team for further advice and support and where appropriate a nominated HR Rep will be available to support the candidate. Only the necessary documents will be retained and all data should be held securely and confidentially.

The interview panel must be made up of at least three members, one of which must be the recruiting/line manager. The recruiting/line manager should lead the interview and ensure it is conducted objectively and fairly.

Any panel member with prior knowledge of a candidate must declare this to the panel. If a conflict of interest is identified e.g. interviewing a relative; spouse, etc., the panel member should be replaced. The current postholder of the role being appointed to, should not sit on the interview panel.

Prior to the commencement of the interviews, the Chair of the interview panel, normally the recruiting/line manager, will ensure that the panel agree a common understanding of the criteria drawn from the job description and person specification, which will be used to assess candidates. He/she will agree with the panel the relevant questions to be asked and the order in which this will take place.

The panel must also decide on their preferred decision-making process and confirm their scoring mechanism (usually out of 5, although this is at the discretion of the panel). It is essential for this to be set at the start to ensure the assessment of candidates is consistent across all interviewers and supports the final decision-making process.

Interviews should:-

- be structured with a previously agreed set of questions that related to the job description and person specification and should also include questions to verify suitability of candidates. The same set of questions should be asked of each candidate even though probing/supplementary questions can be asked as appropriate;

- cover discussion of any career gaps or convictions if appropriate;

- allow candidates the opportunity to ask any questions; and

- let candidates know what will happen next and when they are likely to be notified of a decision.

The recruiting/line manager is responsible for ensuring that accurate interview notes are taken by all panel members, which includes answers to the questions and scoring/decision making rationale. These notes, which are disclosable, should be kept for 12 months in line with the Trusts Corporate Records Management Policy in case there is a request for feedback in line with appropriate guidance.

The decision of the panel must be based on the information received during the selection process and based solely on the candidate’s suitability for the post when compared with the person specification.

Once the interviews have concluded, and the panel have made a decision, the Chair of the panel must contact the preferred candidate(s) to make a verbal offer. Unsuccessful candidates should also be contacted by the Chair within 1 working day of the interviews, and offered feedback where requested.

Do not offer/confirm starting salary level at interview – this can only be determined by the Recruitment Team.

7.7 Offer

The Recruiting Manager is responsible for ensuring the decision is recorded on TRAC for the successful candidate/s and for those not appointed. All documentation pertaining to the selection process should be retained and returned to the Recruitment Team. This information is archived for 12 months, and then destroyed confidentially. Interview notes of successful candidates must be kept by the Recruiting Manager, to upload onto their personal file.

7.8 Conditional Offer

Following the selection process the preferred candidate should be verbally offered the position by the recruiting/line manager, subject to satisfactory pre-employment checks. Once the outcome of the interviews has been confirmed on TRAC, the recruitment team will send the conditional offer letter within 5 days of the information being received.

7.9 Pre-employment Checks

Upon receiving notification of the successful candidate/s, the recruitment team will ensure all relevant pre-employment checks are completed. Pre-employment checks are either required by law or considered mandatory by the NHS and are outlined within the NHS Employment Check Standards. Failure to carry out the required checks could put the safety of patients at risk.

Conditional offers are subject to the 6 pre-employment checks prescribed by NHS Employers regulations. Internal and external candidates will be checked against these and documents to support this process will be requested if required. For internal candidates, ESR records will be checked and if there is a record that the necessary checks were undertaken previously and deemed satisfactory the recruitment team will not re-request the information. The recruitment team will ensure that the correct checks are outlined in the conditional offer letter. Pre-employment checks will consist of the following:-

- proof of identification, including photo ID
- right to work
- health assessment
- proof of professional registration and qualifications (if required)
- Disclosure and Barring Service (DBS)
- employment history and reference checks

Checks for internal candidates will be determined by the role they are moving from and to, and the current information held on them in ESR. As a result internal checks may be processed at a quicker pace. However, it should be noted that new checks may still be required for internal candidates for a number of reasons, regardless of the length of time they have been employed with the Trust. These new checks must be completed before they can commence in their new post.

The recruitment team will request ID documents from the successful candidates to enable them to complete the appropriate checks. Once the documents have been submitted the following will be processed:-

- if a DBS is required for a post a link will be sent to the individual for them to complete and submit their application, and

- if visa sponsorship is required, the recruitment team will ensure it meets eligibility requirements for a visa before making an application.

Once the conditional offer has been sent the reference/s will be applied for via TRAC. All new recruitment to the Trust is subject to references covering a 3 year period. Candidates moving from another NHS organisation are subject to the recent employer reference only. In both circumstances it is the recruiting/line manager's discretion to request an additional reference if required or additional information from the referee/s.

All reference requests will be made via a professional email address. Only in exceptional circumstances will we allow personal email addresses to be accepted (i.e. character references where employment references are not available).

Many NHS organisations, and other employers, only provide factual references. In some cases, therefore, additional information may not be available. As there are no requirements on the information a referee provides, unconditional offers may be based on the factual reference. Factual references will confirm employment basic details such as dates of employment, job title, and in some cases sickness details.

All references must be approved by the recruiting/line manager. TRAC will notify the manager when a reference has been received and requires approval.

Whilst processing the conditional offer letter the recruitment team will, for candidates currently employed in the NHS, process a pre-hire Inter Authority Transfer (IAT). This process enables the Trust to ascertain employment details from the individual's previous employer/s.

7.10 Reasonable Adjustments

Where a successful applicant has a disability or other condition which requires reasonable adjustments to be made to the post to enable them to carry out the role safely and effectively, they must be considered. Failure to do so may constitute disability discrimination as defined within the Equality Act (2010). In all such cases, advice must be sought from the Occupational Health and Human Resources departments.

In cases outlined above where a more complex assessment of possible adjustments is required (for example a technical assessment for different software to be used, the employee should contact their local Access to Work team who will then make contact with the Trust to arrange an assessment of the individual in the new workplace. The appointing manager should also be present at this assessment, to provide Access to Work with relevant information about the role. Following the assessment, Access to Work will produce a report recommending the adjustments to be made and any necessary equipment to be purchased by the appointing manager. Any costs incurred by the Trust can usually be reimbursed by Access to Work, once the applicant has commenced their employment.

Where, following any relevant workplace assessments it is not possible to make adjustments to the role that are sufficient to allow the applicant to undertake that role, the appointing manager must seek advice from all relevant parties, including the Occupational Health and Equality, Diversity and Human Rights team, before a decision is made to withdraw the conditional offer of employment. The applicant must then be informed in writing as soon as possible following the decision. They should also be provided with the opportunity to attend a meeting with the appointing manager and other relevant parties to understand the decision and to enable them to ask any questions.

If possible, information about other Trust roles that may be suitable in future, or existing vacancies for which the relevant adjustments could be made, should be shared with the applicant. Notes of the meeting should be recorded, a copy sent to the applicant, and a copy held on the applicant's file.

7.11 Fit and Proper Persons Test

(https://www.cqc.org.uk/guidance-providers/regulations-enforcement/regulation-5-fit-proper-persons-directors)

The Trust is required to take proper steps to ensure Directors (both Executive and Non-Executive) are fit and proper for the role and will, therefore carry out all necessary checks to confirm that persons appointed to these roles:

- are of good character;
- have the appropriate qualifications;
- are competent and skilled;
- have the relevant experience and ability;
- exhibit appropriate personal behaviour and business practices; and,
- have not been responsible for, or knowingly contributed to or facilitated, any serious misconduct or mismanagement in carrying out regulated activity

Two references are required for any candidate requiring a FPPT, regardless of being in their current employment for more than three years.

All pre-employment checks must be completed before the new employee can be confirmed in post.

7.12 False Declaration/Non-Disclosure

In the event of a candidate failing to declare information such as previous criminal convictions or providing false information as part of the pre-employment checks process, the conditional offer of employment may be withdrawn.

The recruiting/line manager should meet the candidate to discuss the reasons for non-disclosure and make a decision whether or not to proceed with recruitment, following discussion with the recruitment team.

7.13 Withdrawal of Employment

A withdrawal of the conditional offer of employment may be required due to the unsatisfactory completion of pre-employment checks (e.g. references and right to work).

If consideration is being given to withdrawing an offer, candidates should first have an opportunity to explain or clarify, and it may be necessary to seek more information from the applicant/referee in order to rule out the possibility of a simple misunderstanding or mistake.

Given the possibility for bias and subjectivity, caution should be exercised before any decision is taken to withdraw a job offer on the grounds of a poor reference. Recruiting/line managers must take advice from the recruitment team and/or the HR Manager for their area, prior to discussing an unsatisfactory reference with a candidate as well as advice from Occupational Health if the reason for the intended withdrawal is based on health or sickness absence, or if there is a DBS disclosure.

The recruiting/line manager will inform the candidate of the decision to withdraw the offer following which the recruitment team will confirm the decision in writing.

If a potential employee is not responding to requests from the recruitment team, the Deputy Recruitment Team Manager/Recruitment Team Manager will be informed and the candidate will be given a date to respond and, failure to do so will result in the offer being withdrawn.

7.14 Completion of Pre-Employment Checks – Pending DBS Process

In the vast majority of cases, all pre-employment checks will have been completed prior to an individual commencing employment. However, in exceptional circumstances, where the DBS disclosure is delayed, new recruits may be allowed to commence work with the Trust provided the following requirements are met:

- All other pre-employment checks, including reference and professional registration etc, have been completed and found to be satisfactory
- The specific risks associated with the new recruit starting work prior to receipt of their DBS have been identified and assessed
- Measures to be put in place to mitigate this risk have been identified

- Monitoring arrangements to cover the period from the employee's commencement until DBS clearance is confirmed have been identified.

A DBS 'At Risk Approval Form', must be completed and submitted to the relevant General Manager for approval. If Approved, this will then be sent to the Recruitment team who will verify that all necessary employment checks have been completed. If these are all in place, the request will be sent for approval to the Executive Director of People and Culture.

The outcome of the approval process will be sent to the Recruiting Manager. The candidate must not start in post until Executive approval has been given.

The DBS At Risk Form is available from the TEWV Intranet, under the Recruitment section.

7.15 Commencement of Employment

On completion of all of the pre-employment checks, the recruitment team will liaise with the recruiting manager to agree a date of commencement. The Recruiting Manager must complete and submit the New Starter Form to ensure the candidate can be hired on ESR by Workforce Information. The Recruiting Manager is required to complete all the necessary actions detailed in the New Starter Process which includes arranging induction, ensuring statutory and mandatory training is completed, requesting system access via the One Form and arranging a Smartcard.

Once a start date has been agreed with the respective employee by the Recruiting Manager, a contract of employment will be issued by email to outline the relevant terms and conditions of employment. Contracts of employment are only issued to external candidates. ESR is updated for internal candidates moving into a new position and this change acts as an amendment to their original contract of employment.

8 Definitions

Term	Definition
TRAC	The Trust's electronic recruitment and application tracking system
DBS	Disclosure and Barring Service which provides individual checks on criminal convictions, cautions, reprimands and warnings as well as local police information

9 How this procedure will be implemented

- This procedure will be published on the Trust's intranet and external website.
- Line managers will disseminate this procedure to all Trust employees through a line management briefing.

- This procedure has been produced and agreed by the Joint Staff Consultative Committee
- Managers and General Managers ensure that all staff are made aware of the procedure and its contents. If training is identified as part of the implementation process this will be accessed via Trac. Equality and Diversity training is included on the Mandatory Training programme for all employees as detailed in the organisational training needs analysis. Non-attendance is addressed by the line manager as part of the appraisal process.
- Recruitment and Selection training programme is delivered by the Organisational Development team and the Recruitment Team.

9.1 Training needs analysis

Staff/Professional Group	Type of Training	Duration	Frequency of Training
Managers from all staff groups	Recruitment and Selection Training	1 hour	Every 3 years
Managers from all staff groups	Equality and Diversity Training	1 hour	Every 3 years

10 How the implementation of this procedure will be monitored

Number	Auditable Standard/Key Performance Indicators	Frequency/Method/Person Responsible	Where results and any Associate Action Plan will be reported to, implemented and monitored; (this will usually be via the relevant Governance Group).

1	Monitoring against Trust key performance indicators associated with recruitment activity will be undertaken. The KPI's are as follows: • Time to Hire (Advertising start date to all checks complete) – Internal 11 weeks, External 14 weeks • Creation to Avert – 8 days • Length of time to shortlist – Within 3 days of being notified to shortlist • Interview outcome confirmed – 1 day post interview • Conditional offer letter sent – 7 calendar days (5 working) days after successful candidate has been moved through to Offer Pending • Employment checks completed (Internal) – 28 days from when conditional offer sent • Employment checks completed (External) 28 days from when conditional offer sent • Date all checks complete to Start date booked – Within 3 days of all checks being completed	Monthly by the Deputy Recruitment Team Manager/ Recruitment Team Manager Detailed information provided to the Director of People and Culture	Compliance will be reported to the Executive Management Team Governance Group through the Workforce Performance Reports

11 References

NHS Employers, NHS Employment Check Standards - [Employment standards and regulation | NHS Employers]

Working Together to Safeguard Children - [Working together to safeguard children - GOV.UK]

Fit and Proper Persons Test - https://www.cqc.org.uk/guidance-providers/regulations-enforcement/regulation-5-fit-proper-persons-directors

12 Document control (external)

To be recorded on the policy register by Policy Coordinator

Date of approval	15 May 2023
Next review date	15 May 2026
This document replaces	HR-0014-v8 Recruitment and Selection Procedure
This document was approved by	PWG - 11 February 2022* JCC - 15 March 2022*
This document was approved by	Director of People and Culture - 15 May 2023
This document was ratified by	n/a
This document was ratified	n/a
An equality analysis was completed on this policy on	May 2023
Document type	Public
FOI Clause (Private documents only)	n/a

Change record

Version	Date	Amendment details	Status
7.1	4 Sep 2017	Minor changes to incorporate service users and carers	Withdrawn
8	Mar 2018	Revised from a policy to a procedure	Published
8	May 2021	Review date extended to 01/09/2021	Published
8	Oct 2021	Review date extended to 31 Dec 2021	Published
9	May 2022	Procedure updated to reflect changes in recruitment practices since the implementation of Trac and includes a list of standard requirements for the recruitment process. *prior to being sent out for Trust-wide consultation	Approved but not published PWG 11 Feb 2022* JCC 15 Mar 2022*
9	15 May 2023	**Edits following Trust-wide consultation feedback**: And amended section “7.4 Selection Process” to include Care Act.	Published

		Section "10 How the implementation of this procedure will be monitored" – amended to make SMART.	

Appendix 1 - Equality Analysis Screening Form

Please note; The Equality Analysis Policy and Equality Analysis Guidance can be found on the policy pages of the intranet

Please note: The Equality Analysis Policy and Equality Analysis Guidance can be found on the policy pages of the intranet

Section 1	**Scope**
Name of service area/directorate/department	HR Recruitment
Title	Recruitment and Selection Procedure
Type	Procedure
Geographical area covered	Trust wide
Aims and objectives	The aim of this procedure is to ensure that staff and managers are aware of the agreed processes when recruiting to vacancies. There is the need to ensure a standardized approach to recruitment and selection practices and that all documentation is compliant with anti-discriminatory legislation. We also need to ensure we comply with CQC standards, NHS Employers NHS Employment Check standards and Statutory Legislation
Start date of Equality Analysis Screening	May 2022
End date of Equality Analysis Screening	May 2023

Section 2	**Impacts**
Who does the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit?	All Trust staff will need to comply with the procedure. Those responsible for the implementation of this procedure should ensure it is carried out in a fair and consistent way.
Will the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups?	• **Race** (including Gypsy and Traveller) **NO** • **Disability** (includes physical, learning, mental health, sensory and medical disabilities) **NO**

	• **Sex** (Men, women and gender neutral etc.) **NO** • **Gender reassignment** (Transgender and gender identity) **NO** • **Sexual Orientation** (Lesbian, Gay, Bisexual, Heterosexual, Pansexual and Asexual etc.) **NO** • **Age** (includes, young people, older people – people of all ages) **NO** • **Religion or Belief** (includes faith groups, atheism and philosophical beliefs) **NO** • **Pregnancy and Maternity** (includes pregnancy, women who are breastfeeding and women on maternity leave) **NO** • **Marriage and Civil Partnership** (includes opposite and same sex couples who are married or civil partners) **NO** • **Armed Forces** (includes serving armed forces personnel, reservists, veterans and their families) **NO**
Describe any negative impacts	
Describe any positive impacts	A process where a standardized approach to recruitment and selection is maintained and that the practices and documentation are compliant with anti-discriminatory legislation – meeting the requirements of all the protected characteristics as outlined within the Equality Act 2010. It is acknowledged that there is the likelihood that unconscious bias may impact on the recruitment decision making process and work is being undertaken to analyse vacancy outcomes from a protected characteristics. Unconscious bias awareness is included in the Trust recruitment and selection training programme.

Section 3	**Research and involvement**
What sources of information have you considered? (e.g. legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.)	• Staff grievances • Media • Community Consultation/Consultation Groups • Internal Consultation • Research

Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the protected groups?	Yes
If you answered Yes above, describe the engagement and involvement that has taken place	The amended policy was developed through the Policy Working Group which is made up of both management representatives, staff-side representatives and HR. The staff side members of the group represent all staff including those with protected characteristics.
If you answered No above, describe future plans that you may have to engage and involve people from different groups	The procedure will be sent out for full consultation Trust-wide – completed.

Section 4	**Training needs**
As part of this equality analysis have any training needs/service needs been identified?	No
Describe any training needs for Trust staff	No
Describe any training needs for patients	No
Describe any training needs for contractors or other outside agencies	No

Appendix 2 – Approval checklist

To be completed by lead and attached to any document which guides practice when submitted to the appropriate committee/group for consideration and approval.

	Title of document being reviewed:	Yes/No/ Not applicable	Comments
1.	**Title**		
	Is the title clear and unambiguous?	Yes	
	Is it clear whether the document is a guideline, policy, protocol or standard?	Yes	
2.	**Rationale**		
	Are reasons for development of the document stated?	Yes	
3.	**Development Process**		
	Are people involved in the development identified?	Yes	
	Has relevant expertise been sought/used?	Yes	
	Is there evidence of consultation with stakeholders and users?	Yes	
	Have any related documents or documents that are impacted by this change been identified and updated?	Yes	
4.	**Content**		
	Is the objective of the document clear?	Yes	
	Is the target population clear and unambiguous?	Yes	
	Are the intended outcomes described?	Yes	
	Are the statements clear and unambiguous?	Yes	
5.	**Evidence Base**		
	Is the type of evidence to support the document identified explicitly?	Yes	
	Are key references cited?	Yes	
	Are supporting documents referenced?	Yes	
6.	**Training**		
	Have training needs been considered?	Yes	
	Are training needs included in the document?	Yes	

	Title of document being reviewed:	Yes/No/ Not applicable	Comments
7.	**Implementation and monitoring**		
	Does the document identify how it will be implemented and monitored?	Yes	
8.	**Equality analysis**		
	Has an equality analysis been completed for the document?	Yes	
	Have Equality and Diversity reviewed and approved the equality analysis?	yes	
9.	**Approval**		
	Does the document identify which committee/group will approve it?	Yes	
10.	**Publication**		
	Has the document been reviewed for harm?	yes	
	Does the document identify whether it is private or public?	public	
	If private, does the document identify which clause of the Freedom of Information Act 2000 applies?	n/a	

Appendix 3 - Recruitment Process Responsibilities and expected timeframes

	Task	When	Who
1	Review of post and agreement it needs to be filled- and Finance is available	Within 5 days of notification of resignation	Recruiting Manager
2	Recruiting Manager, Service Director, confirm agreement to fill post	Within 5 days of notification of resignation	Recruiting Manager
3	Review and complete JD, PS and advert for post	Within 5 days of notification of resignation	Recruiting Manager
4	Create a vacancy on Trac. Upload JD, PS, advert and any relevant documentation. Include interview date, time, venue	Within 5 days of notification of resignation	Recruiting Manager
5	Check advert, post details, allocate job reference number and authorisers	Within 2 days of above	Recruitment Team
6	Finance and Service Manager approval given via TRAC	Within 2 days of above	Finance/Service Manager
7	Redeployment/Internal Transfer Scheme/Retire and Return/Nurse pool checked	Within 2 days of above	People and Culture Team
7	Post advertised for 2 weeks (internal and External)	Within 2 days of above	Recruitment Team
8	Advert closes – Recruiting Manager notified to shortlist candidates	Within 2 days after advert closes	Recruitment Team
9	Shortlisting completed via Trac and Recruitment Team notified	Within 3 days of being notified to shortlist	Recruiting Manager
10	Send out invites to interview via TRAC – interviews ideally set for 7 days after invites sent	1 day after shortlisting completed	Recruitment Team
11	Automatic job pack sent out via TRAC for interviews	1 day before the interview	TRAC
12	Interviews completed – advise each candidate if successful/unsuccessful and provide feedback	Same day as interviews/1 day post interview	Recruiting Manager
13	Update TRAC to confirm successful candidate/s	1 day post interview	Recruiting Manager

14	Conditional Offer letter sent via TRAC	5 days after successful candidate has been moved through to Offer Pending on TRAC	Recruitment Team
15	Employment checks commence via TRAC – DBS, ID, references, OH, professional registration, etc)	Within 2 days from Conditional Offer letter being sent	Recruitment Team
16	Employment checks completed (OH, DBS, References, ID, Declaration, Monitoring Info, Professional Registration, IAT – Clearance sent to Recruiting Manager	Same day as all checks completed	Recruitment Team
17	Start date agreed and New Starter Form completed	Within 1 day of clearance being sent	Recruiting Manager
18	Terms and Conditions agreed and issued	Within 5 days of start date in post	Recruitment Team
19	Electronic Recruitment Paperwork sent to Recruiting Manager	Within 5 days of Terms and Conditions being issued	Recruitment Team

Please note, all time frames stated above are working days.

Appendix 4 - Evidence of Right to Work & ID Checking Guidelines

Below is a list of the acceptable ID documents that need to be provided to Tees, Esk and Wear Valleys NHS Foundation Trust to enable us to complete your pre-employment clearances in line with the statutory requirements, NHS Checking Standards and DBS Guidelines. Until all your pre-employment checks have been completed, you are unable to commence in post.

This guide has been compiled to provide you with clear information relating to the ID checks the Trust are required to complete. However, this guide is not exhaustive and candidates circumstances will be reviewed on a case by case basis and may require additional ID documents to those outlined below, depending on what candidates are able to provide.

Key Information:

Temporary measures in place as a result of COVID-19 ended on 30th September 2022. Employers are now able to carry out digital checks of ID, using identification document validation technology (IDVT), on British and Irish citizens who hold a valid passport.

From 1st October 2022, employers must carry out one of the prescribed checks before employment commences, as set out in guidance, as follows:

1. A manual Right to Work Check
2. A Right to Work check using IDVT through the services of an identity service provider (IDSP)
3. A Home Office online Right to Work check.

Further details on all of the required checks can be found via the following links:

Right to Work Checks   DBS Checks   NHS Checking Standards

Please note, we are unable to submit a DBS Check (if required) until we have sufficient ID as outlined below, to enable us to conduct the ID Verification element of the checks. Delays in receiving the correct ID can cause delays in the DBS check process and completing the required pre-employment clearances.

All ID **must** be in the individuals current residing address (where applicable) to be considered valid and fall within the issue dates outlined within this document.

If a candidate has recently changed their name and cannot provide ID documents in this new name, these documents can be accepted only where the candidate can provide documentation supporting the change because of marriage/civil partnership (marriage/civil partnership certificate), divorce/civil partnership dissolution (decree absolute/civil partnership dissolution certificate) or deed poll (Deed Poll certificate).

It is recognised that some groups of people will find it more difficult to meet the minimum identity checking requirements. In this situation, please see advice from the TEWV Recruitment team on 0300 200 0023 who will provide you with support in this case.

This guide will be reviewed and updated regularly, in line with any changes in legislation and checking standards.

Right to Work Check

Under UK immigration legislation, the Trust must ensure that it conducts Right to Work checks on all those commencing employment within the Trust to ensure we maintain a statutory excuse against liability for a civil penalty in the event of illegal working.

As of 6th April 2022, the way that Right to Work checks are conducted using Biometric Residence Cards (BRC), Biometric Residence Permit (BRP) and a Frontier Worker Permit (FWP) has changed. BRC, BRP and FWP holders will now need to evidence their Right to Work using the Home Office online checking service only. The Trust can no longer accept physical biometric cards to confirm the holders' right to work.

The list of acceptable ID documents has also been updated and the current list is shown below.

Manual Right to Work Checks

There are three steps to conducting a manual document-based right to work check. These steps need to be completed before employment commences to ensure a statutory excuse is established.

1) **Obtain:** We must obtain original documents from List A or B of the acceptable documents listed below.
2) **Check:** We must check the documents are genuine and that the person presenting them is the prospective/existing employee, the rightful holder and allowed to do the type of work they have been offered.
3) **Copy:** A clear copy of each document must be taken in a format which cannot manually be altered and retain the copy securely; electronically or in hard copy.

Verifying ID using an Identity Service Provider (IDSP)

From 6th April 2022, employers can use Identity Document Validation Technology (IDVT) via the services of an IDSP to complete the digital ID verification element of Right to Work checks for British and Irish citizens who hold a valid passport (including Irish passport cards). We currently use Amiquis to complete these checks for those eligible. Full guidance on how these checks are completed can be found here

Online Checking Service

Where a Right to Work check has been conducted using the online Right to Work checking service, the information is provided in real time directly from the Home Office systems and there is no requirement to check any of the documents below. It is not always possible to conduct a Home Office online right to work check in all circumstances, as not all individuals will have an immigration status that can be checked online. Where an online check isn't possible or Right to Work has not been confirmed via the online checking system, a manual Right to Work check must be conducted and candidates must provide **original** documents from either List A or B below.

List A contains the range of documents we can accept for a person who has a continuous right to work in the UK (including British and Irish citizens).

List B contains a range of documents we can accept for a person who has a temporary right to work in the UK.

For those using the Online Checking Service, you will need to provide us with a share code, which will then enable us to go on and access the necessary information to conduct the Right to Work check. Full information on this process can be found here.

List A

- A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- 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.
- 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.
- 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.

- A birth 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.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and theirname 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

- 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.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- 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.

List B Group 2 – documents where a time-limited statutory excuse lasts for six months

- A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appen dix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under
- Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the HomeOffice Employer Checking Service.

- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
- 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.
- 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.

DBS ID Checks

There are 3 routes to completing the DBS check as follows:

Route1
The applicant must be able to show: • one document from Group 1, below • two further documents from either Group 1, or Group 2a, or 2b, below At least one of the documents must show the applicant's current address. If the applicant isn't a national of the UK and is applying for voluntary work, they may need to be fingerprinted if they can't show these documents.

Route 2
Route 2 can only be used if it's impossible to process the application through Route 1. If the applicant isn't a national of the UK and is applying for voluntary work they can't use Route 2. If the applicant doesn't have any of the documents in Group 1, then they must be able to show: • one document from Group 2a • two further documents from either Group 2a or 2b At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

Route 3
Route 3 can only be used if it's impossible to process the application through Routes 1 or 2. For Route 3, the applicant must be able to show: • a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands) • one document from Group 2a • three further documents from Group 2a or 2b At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted

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Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate - issued within 12 months of birth	UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, and Channel Islands
Birth certificate - issued after time of birth	UK, Isle of Man, and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa, or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Isle of Man, and Channel Islands

NB: All driving licences must be valid and in the current address of holder.

Group 2b: Financial and social history documents

Document	Notes	Issue Date & Validity
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands	Issued in last 3 months
Bank or building society statement	Countries outside the UK	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months

EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man, and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

NHS Checking Standards

In addition to the above checks, the Trust are also required to ensure ID checks have been completed in line with the NHS Employment Checking Standards. Prospective employees will need to provide one of the following combinations:

- Two forms of photographic personal identification from List 1 and one document confirming their current residing address from List 2.
- One form of photographic personal identification from List 1 and two documents confirming their residing address from List 2.

If an individual genuinely cannot provide any form of photographic personal identification from List 1, they will be asked to provide the following documentary evidence:

- Two documents confirming their current residing address from List 2.
- Two forms of non-photographic personal identification from List 3.
- A passport-sized photograph of themselves.

The photograph must be countersigned by a person of some standing within the community, who has known the applicant personally for at least two years.

The person countersigning the photograph must provide a statement outlining how they know the applicant (for example, as their GP, solicitor or teacher) and the period of time they have known them. They must also provide their full name, signature and contact details.

A list of recommended persons of some standing in the community can be found via: https://www.gov.uk/countersigning-passport-applications/accepted-occupations-for-countersignatories

List 1: Photographic personal identity documents

Document
Full signed UK (Channel Islands, Isle of Man or Iris) passport or other nationalities passport.

UK Biometric residence permit (BRP)
UK Full or provisional photocard driving licence (If issued by the DVLA, paper counterpart is not required. Licences issued in Northern Ireland by the DVA must be presented with the paper counterpart).
Other nationalities photocard driving licence (Valid up to 12 months from the date when the individual entered the UK).
HM Armed Forces ID Card
Identity cards carrying the PASS (Proof of Age Standards Scheme) accreditation logo (Issued in the UK, Channel Islands and Isle of Man only)
EEA government issued identity cards that comply with Council Regulation (EC) No 2252/2004, containing a biometric.

List 2: Confirmation of address documents

Document	Notes
Utility bill or letter from the service provider, confirming pre-payment terms of service at a fixed address (for example, gas, water, electricity or landline phone). More than one utility bill can be accepted if they are from two different suppliers. Utility bills in join names can be accepted.	UK Only – issued within the last 3 months
Local authority tax statement i.e. Council Tax Statement	UK and Channel Islands only – issued within the last 12 months.
UK full or provisional photo-card driving licence (in current address)	If not already presented as a form of personal photographic identity.
Full old style paper driving licences (provisional cannot be accepted)	Issued before the photocard was introduced in 1998 and where they remain current and in date
HM Revenue and Customs tax notification (HMRC) such as an assessment, statement of account or notice of coding.	Issued within the last 12 months
A financial statement such as a bank, building society, credit card statement, pension or endowment statement.	UK only – issued within the last 3 months

Bank or building society statement from countries outside the UK. Branch must be located in the country in which the applicant lives and works.	Issued within the last 3 months.
Credit union statement	UK only – issued within the last 3 months
Mortgage statement from a recognised lender	UK only – issued within the last 12 months
Local council rent card or tenancy agreement	UK only – issued within the last 3 months
Evidence of entitlement to Department of Work and Pensions benefits, such as child allowance, pension etc.	Issued within the last 12 months

List 3: Acceptable non-photographic proof of personal identification documents

Document	Notes
Full birth certificate issued after the date of birth by the General Register Office or other relevant authority (e.g Registrars)	UK or Channel Islands
Full birth certificate issued by UK authorities overseas, such as embassies, high commissions and HM Forces	
Full old style paper driving licences (provisional cannot be accepted)	Issued before the photocard was introduced in 1998 and where they remain current and in date
Most recent HM Revenue and Customs (HMRC) tax notification, such as an assessment, statement of account, P45, P60, or notice of coding.	UK and Channel Islands only - Issued within the last 12 months
Work Permit/residency permit	UK only – valid until the expiry date
Adoption certificate	UK and Channel Islands
Marriage or civil partnership certificate	UK and Channel Islands
Divorce, dissolution or annulment papers	UK and Channel Islands

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 only
Evidence of entitlement to Department for Work and Pension benefits, such as child allowance, pension etc	UK only – issued within the last 12 months
A document from a local/central government authority or local authority giving entitlement, such as Employment Services, Job Centre, Social Security Services	UK only – issued within the last 3 months

Full details of the NHS Checking Standards in relation to ID Checks can be found via the link provided on Page 1.

Appendix 5 - Recruitment Checklist

We want our recruitment processes to be the best they can be both for the candidates and the recruiting service. This checklist is to support all our Recruiting Managers through recruitment to any post. For each recruitment episode, please send a completed copy to Recruitment when you're done and any comments are very welcome. This will help us all learn together and make sure that fundamental evidence-based standards underpin all our recruitment so that we set people off in their new roles in the best way possible. For all elements of the Recruitment process, there are user guides available on TRAC which provide details on how to complete all necessary tasks. Additional information is also available on the Recruitment Intranet page.

This checklist should be used in conjunction with the Trust Values Based Interview Question Matrix and the Recruitment and Selection Procedure.

Key Terms

Recruiting Manager – This is the person who is responsible for overseeing the recruitment episode. Recruiting managers **must** have undertaken the Trust's Equality and Diversity and Recruitment and Selection Training.

Recruitment Panel Lead – This would normally be the Recruiting Manager or someone delegated on the Recruiting Manager's behalf. The Recruitment Panel lead **must** have completed the Trust's Equality and Diversity and Recruitment and Selection Training. They will be responsible for ensuring all interview panel members have followed the necessary tasks in line with the Recruitment and Selection policy.

Candidate – the person applying for the post.

Employee – Current employee of the Trust – this term is used within this document once all pre-employment checks have been completed and candidate has been hired into their role.

When a vacancy becomes available

The following points are key things to consider when commencing a recruitment episode for a vacancy. It is really important that you look at all points outlined below in advance of advertising, to help prevent issues/delays further down the recruitment process.

When reviewing the Job Description and Person Specification (JD/PS) ahead of advertising, it is really important to include things such as the necessary qualifications and if relevant equivalent experience/learning can also be acceptable. If the JD you are using doesn't include this wording, you would need to amend this and liaise with HR Operations before advertising. Making sure the JD/PS is accurate at this stage can prevent us having to withdraw offers later down the line if candidates do not have all the necessary qualifications and there is no scope for equivalent experience/qualifications to be taken into consideration.

Task	Responsibility	Actioned
Submit new Vacancy Authorisation request via TRAC ensuring the following are completed	Recruiting Manager	☐
Review the JD for the role – in particular, checking the person specification for essential/desirable criteria and ensure this remains relevant for the post. If changes are required, ensure this has been sent to HR Operations for Job Evaluation.	Recruiting Manager	☐
Check that you have the most up to date JD for the post, these can be found on the T Drive, which is where all up-to-date versions of JDs are retained. Please do not use old JDs from previous vacancies in TRAC.	Recruiting Manager	☐
Consider advert wording and requirements of the role – make sure these are clear in the advert wording and that the advert wording matches the requirements of the job description and person specification. Please make sure that the Trust values are clear throughout the advert.	Recruiting Manager	☐
When thinking about advertising days, make sure you think about ensuring that you have allowed for some time for candidates to contact you/someone in relation to the post, ideally during working hours. This should also be considered ahead of the interview to enable candidates to prepare.	Recruiting Manager	☐
Ensure sufficient FTE has been submitted with the vacancy – if you've got more than one vacancy, add all the FTE now so that we can help you recruit all the people you need without delays further through the process.	Recruiting Manager	☐
When adding in the shortlisting criteria, ensure that this includes all the necessary essential criteria outlined in the person specification – particularly in relation to qualifications.	Recruiting Manager	☐
Identify who will be completing shortlisting – this should be a minimum of 2 people and include the Recruiting Manager.	Recruiting Manager	☐
Identify who will be on the interview panel and ensure that the Recruitment Panel Lead has undertaken the Trust Recruitment and Selection training. Make sure that your panel is as diverse as possible and not just from the team you are recruiting to.	Recruiting Manager	☐
If the interview panel requires service users/carers/external representatives to be included, begin identifying and arranging availability with them at the earliest opportunity.	Recruiting Manager	☐

Shortlisting

Task	Responsibility	Actioned
When shortlisting, ensure that candidates meet all the necessary essential criteria – this is particularly important for qualification and professional registration. If a mistake is made here then it can mean that we have to withdraw a job offer from someone.	Recruiting Manager	☐
Ensure shortlisting is completed within 3 days from the advert closing. This timeframe is to move the recruitment episode through as quickly as possible and to try and prevent losing candidates.	Recruiting Manager	☐
Before finalising shortlisting and confirming interview details in TRAC, ensure any candidate who has the two ticks symbol by their application reference number has been shortlisted, if they meet the minimum essential criteria.	Recruiting Manager	☐
Once all scoring has been completed, update TRAC to confirm the outcome of shortlisting – who you wish to invite to interview and who should be rejected.	Recruiting Manager	☐
Move vacancy through to interview stage on TRAC and complete all necessary interview details to allow Recruitment to set up the interview. At least 5 working days notice of interviews should be given to try and give candidates a good opportunity to make arrangements to attend and improve interview attendance. Where there is a bank holiday in the timeframe, it is important to extend the time period as a bank holiday is not considered a working day. You must also allocate time (ideally during working hours) to allow candidates to contact you to discuss the role in advance of interview.	Recruiting Manager	☐

Interview

Task	Responsibility	Actioned
Compile an interview plan and compile/formulate appropriate interview questions using the Trust's Values Based Recruitment paperwork.	Recruiting Manager	☐
Ensure that the questions can measure the candidate against the requirements of the JD and PS and also incorporate how the 3 Trust Values show up in this role.	Recruiting Manager	☐
Identify an area for each member of the interview panel to cover.	Recruiting Manager	☐
Ensure all the interview panel have a copy of the interview pack, which will be created and sent from TRAC the day before the interview takes place.	Recruiting Manager	☐
If interviews are taking place via MS Teams, ensure that MS Teams link has been sent in advance of the interview.	Recruiting Manager	☐
If interviews are taking place face to face, ensure that an appropriate location has been identified and suitable arrangements have been made for interview to be conducted (i.e. refreshments, room set up).	Recruiting Manager	☐
Consider any reasonable adjustments/accessibility requirements the candidates may need to attend interview. Please contact the recruitment team if you have any queries regarding this.	Recruiting Manager	☐
Ensure all panel members have a copy of the interview question matrix to complete for each candidate and that they have reviewed all the guidance included in the document.	Recruiting Manager	☐
Recruitment Panel Lead must ensure that notes have been taken and all paperwork has been completed by panel members – which includes the Candidate Information Sheet.	Recruiting Manager	☐
When interviewing, ensure no salary has been confirmed – this will be confirmed/approved by the Recruitment Team.	Recruiting Manager	☐

Post Interview – Successful Candidate(s)

Task	Responsibility	Actioned
For successful candidate(s), make verbal conditional offer of employment, explaining this is subject to obtaining all necessary pre-employment checks.	Recruiting Manager	☐
When making verbal offer of employment, ensure that no promises are made regarding starting salary as this will be determined by the Recruitment Team.	Recruiting Manager	☐
Check that referee details are provided and the email addresses accurate where possible (this can cause a delay for candidates commencing in post).	Recruiting Manager	☐
Successful candidate(s) information sheet completed and uploaded to TRAC via attachments on the successful candidate(s) record.	Recruiting Manager	☐
Interview notes should be retained for personal file, which you will need to set up for your new employee.	Recruiting Manager	☐
If successful candidate is currently working for the Trust via an agency, please confirm the details of the agency to Recruitment so we can ensure no unnecessary fees are incurred regarding the notice period.	Recruiting Manager	☐
You can monitor the progress of candidate(s) recruitment process by logging into TRAC – all updates/tasks will be sent via TRAC and updated in the system. This can include things such as checking and approving references which you should check regularly for.	Recruiting Manager	☐
If you have any queries or wish to discuss anything regarding a candidate, please use the communication section in the candidate profile or by contacting the Recruitment Team on 0300 200 0023.	Recruiting Manager	☐
If there are any concerns regarding a candidate (i.e. wishing to withdraw an offer) then you must contact the Recruitment Team first.	Recruiting Manager	☐
When the OH questionnaire is allocated to you, you must review this and if any reasonable adjustments have been suggested, ensure these are taken forward and accommodated where possible.	Recruiting Manager	☐

Post Interview – Unsuccessful Candidate(s)

Task	Responsibility	Actioned
Contact all interviewees via telephone (where possible) to confirm the outcome of the interview and offer constructive feedback.	Recruiting Manager	☐
Ensure the outcome of interviews has been updated on TRAC.	Recruiting Manager	☐
Return unsuccessful candidate paperwork (including interview notes) to the Recruitment Team for filing.	Recruiting Manager	☐

Clearance and Arranging Start Date – External Candidates

Task	Responsibility	Actioned
Once clearance email received from Recruitment, contact candidate to arrange start date. **This must not be done until all pre-employment checks have been completed and Recruitment have notified you that a start date can be arranged. as candidates should not start until all the mandatory checks are completed.**	Recruiting Manager	☐
Once start date has been confirmed, complete the New Starter Form via link sent in Clearance Email.	Recruiting Manager	☐
Contact Course bookings (tewv.coursebookings@nhs.net) to arrange for new employee to attend Corporate Induction.	Recruiting Manager	☐
If necessary, make arrangements for necessary IT equipment that may be required for role.	Recruiting Manager	☐
Once employee is hired on ESR, complete a OneForm to give them access to the necessary systems.	Recruiting Manager	☐
Make request via the IT Portal https://teeseskwear.alembacloud.com/production/portal.aspx to book an appointment to get employee a Smartcard.	Recruiting Manager/Employee	☐

Clearance and Arranging Start Date – Internal Candidates

Task	Responsibility	Actioned
Once clearance email received from Recruitment, contact candidate to arrange start date. **This must not be done until all pre-employment checks have been completed and Recruitment have notified you that a start date can be arranged.**	Recruiting Manager	☐
Once start date has been confirmed, complete the New Starter Form via link sent in Clearance Email	Recruiting Manager	☐
If necessary, make arrangements for IT equipment that may be required for role.	Recruiting Manager	☐
Once employee is hired on ESR, complete a OneForm to give them access to the necessary systems. It is difficult to settle into a new job without the correct access and equipment, so please endeavour to have this in place before the start date.	Recruiting Manager	☐
Make request via the IT Portal https://teeseskwear.alembacloud.com/production/portal.aspx to get employee a Smartcard if they do not already have one.	Recruiting Manager/Employee	☐

Once Employee in post – External Candidates

Task	Responsibility	Actioned
Network Training must be completed within 5 working days, via e-learning	Recruiting Manager/Employee	☐
Complete Local Induction with the employee. It is really important that this is done, to make sure your new starter feels welcomed, knows where everything is and has all the other key details to support their new role in the Trust. A good, structured induction can also really increase retention and productivity with staff.	Recruiting Manager	☐
Complete necessary probationary procedure process – if you have any queries regarding this, contact tewvnt.hroperations@nhs.net	Recruiting Manager	☐
Ensure candidate has completed all Mandatory & Statutory training. Mandatory & Statutory training is a key strand of all of our values, so please provide time for your new employee to complete everything and arrange a time to discuss it with them in case they have any questions or further training needs.	Recruiting Manager/Employee	☐

Once Employee in post – Internal Candidates

Task	Responsibility	Actioned
Complete Local Induction.	Recruiting Manager	☐
If employee has not already completed their probationary period, complete necessary probationary procedure process which can be found via Policies, procedures and legislation | TEWV Intranet– if you have any queries regarding this, contact tewvnt.hroperations@nhs.net	Recruiting Manager	☐
Ensure candidate has completed all Mandatory & Statutory training.	Recruiting Manager/Employee	☐