Applicant Recruitment Journey

NHS
Cheshire and Merseyside

This is an interactive PDF. To navigate, use the arrows at the side of the page or click on the buttons to find out more information.

This document has been designed to support you through your recruitment journey. The document highlights the key stages within our recruitment process, the approximate timescales each stage may take and what will happen during that stage. Throughout your journey with us you will receive several emails from the Trac recruitment system. All communications are designed to provide guidance on any action required from yourself and what will happen next.





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Advertising

A hiring manager creates a vacancy on Trac, which automatically publishes the job advert across platforms such as NHS Jobs.

Most adverts are typically live for **7–14 days**.



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Applying

7-14 Days

Applicants can view and apply for the role through one of the available platforms.

We recommend submitting applications as early as possible, as vacancies may close before the stated deadline at the employer's discretion.



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Vacancy Closes

1 Day

Applicants can view and apply for the role through one of the available platforms.

We recommend submitting applications as early as possible, as vacancies may close before the stated deadline at the employer's discretion.



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Shortlisting

Approx. 7 Days

Submitted applications are reviewed by the shortlisting panel, where they are assessed and scored against the criteria outlined in the person specification.

It is therefore important to to give careful attention to the job description and person specification when completing your application.

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Interviewing

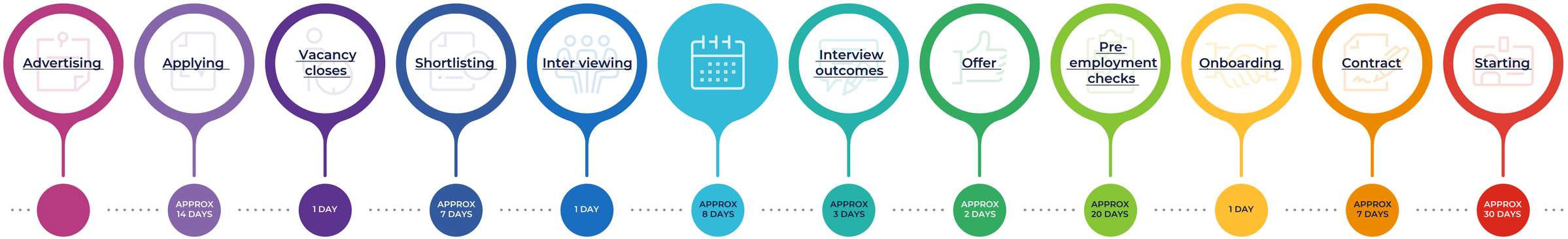
1 Day

All shortlisted applicants will be invited to attend an interview or assessment day.

You will receive an email notification with further details.

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Interview Day

Approx. 8 Days

All interview details will be shared via email. This will include any preparation required and the ID documents you need to bring on the day. It is important to ensure you bring the correct identification to your interview.

To check which documents are required, please visit:
https://apps.trac.jobs/candidate/iddocs



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Interview Outcomes

Approx. 3 Days

All outcomes will be updated on the Trac system, and feedback will be provided by a member of the interview panel.



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Offer

Approx. 2 Days

The recruitment team will issue a **conditional offer** of employment to successful applicants. This will include useful information and outline the next steps in the process.

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Pre-employment Checks

Approx, 20 Working Days

The recruitment team will begin pre-employment checks. If any documents or additional information are required, you will be contacted directly.

- **ID** – We will confirm your ID, proof of address and RTW.
- **Convictions** – If applicable to the post, the recruitment team will initiate a DBS check.
- **Professional registration** – If applicable to the post.
- **References** – The recruitment team will request references covering 3 years work history.
- **Occupational Health** – The recruitment will initiate a check.

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Onboarding

1 Day

Once all checks have been completed, the recruitment team will issue an **unconditional offer**. At this stage, you can agree a start date with your new manager.

Be sure to discuss payroll cut-off dates and first salary implications when confirming your start date. We will also request your bank details to set you up on payroll.



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Contract

Approx. 7 Days

Once the recruitment team has your confirmed start date, they will send you your contract. You will be asked to read it carefully, sign it, and return it, after which it will be added to your HR file.



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Starting

Approx 30 Days (Notice period dependant)

You will commence your first day in post.

