Recruitment policy overview for candidates

What is this policy about?

This policy is for candidates applying for roles at The Queen Elizabeth Hospital Kings Lynn NHS Foundation Trust. It will support candidates to:

- understand their rights and responsibilities
- understand what to expect during the process
- get advice and support

What are the key steps in the recruitment process for candidates?

Step 1. The role is advertised and candidates can apply until the *closing date, usually by completing an online application form.

Step 2. Decisions are made about which candidates will be shortlisted.

Step 3. Interviews are held to assess which of the candidates are the best fit for the role. Assessments may be part of the interview process.

Step 4. The panel decide who to appoint.

Step 5. A job offer is made to the successful candidate(s) by the recruiting manager. Unsuccessful candidates are contacted at this stage.

Step 6. The recruitment team liaise with the successful candidate to complete pre-employment checks.

Step 7. Discussions take place with the candidate about starting work including flexible working and adjustments if required. The manager starts making necessary arrangements.

Step 8. Induction takes place to prepare the new employee to start work.

**closing dates may be brought forward if there are sufficient applicants. If you are interested in applying for a role, please consider applying as soon as possible to avoid disappointment.*

What will happen after I apply for a role?

- To make the process as fair as possible, we will remove any personal information from your application, such as your name and date of birth, before it is reviewed to see if you meet the criteria for the job.
- You will receive confirmation about whether you have been shortlisted to attend an interview and/or assessment, or if you have not been successful on this occasion.
- The people who manage the interview and assessment will be objective, and the process will be designed to ensure every candidate can do their best.
- Support will be offered to everyone that needs it.
- At each step of the process, you will receive information about what will happen next.

What support is available?

- If you need support to apply for a role or when attending an interview and assessment you should contact recruitment@qehkl.nhs.uk to discuss your needs.
- You may be eligible for a guaranteed interview if you meet all of the essential criteria, and have a disability, or are a member or a veteran of the armed forces.
- We can look at making changes to support you within the recruitment process and, if you are successful, within your new role.
- If you aren't successful at interview, you can ask for feedback.

Our promise to help everyone during recruitment:

- We're here to help managers run effective and fair recruitment processes and to support candidates to be their best throughout.
- We will use data and feedback to help us understand our recruitment processes better, including how we can be more inclusive.
- We will act on feedback about recruitment to learn, change and improve.

If you want to talk to someone about this policy, you can speak to the recruiting manager for the vacancy you have applied for, or contact recruitment@qehkl.nhs.uk