

NCM Recruitment Overview for Candidates

What is this policy about?

This policy is for candidates applying for roles at North Cheshire and Mersey 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 application form via our recruitment system.
- Step 2.** Decisions are made about which candidates will be shortlisted.
- Step 3.** Interviews and assessments are held to assess which of the candidates are the best fit for the role.
- Step 4.** The panel decide who to appoint.
- Step 5.** A job offer is made to the successful candidate(s).
- Step 6.** The recruitment team liaise with the 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.

If you want to talk to someone about this policy, you can contact the recruiting manager who is detailed on the advert or contact our recruitment team.

More information can also be found in our full recruitment policy:



WHH Recruitment
Policy - September 2

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 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 our recruitment team to discuss your needs. They will then direct you to the best person who can support you
- You may be eligible for a guaranteed interview if you have a disability, are a care leaver, have any experience of being in care or of being within the care system, or are a member or a veteran of the armed forces. To be eligible, please ensure you provide the appropriate information and make sure that you detail in your supporting statement how you meet all the essential criteria detailed in the job description and person specification
- 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, you can ask the recruiting manager 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.