



The purpose of this policy is to:-

Recruit and retain skilled people to enable the Trust to achieve its aims and values.

Provide advice and guidance d29A95mETQ0.000008g6e

Process offers of employment and ensure candidates are checked in line with the NHS  
Employment Check standard and local policy;

Provide management information on the efficiency and effectiveness of media used;

Generate and provide key performance data on all aspects of the

Maintain up-to-date knowledge by

### **8.3 Equality and Diversity**

The Trust is committed to promoting equality of opportunity and treatment of any individual engaged in the recruitment and selection process, and ensuring that there is no unlawful discriminatory practice on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or

Other vacant posts where for legal reasons or to comply with other Trust policies it is necessary to restrict appointment to particular individuals making advertisement inappropriate (e.g. cases of re-instatement, return from maternity leave, career break, TUPE etc.).

8.9 Recruiting Managers are required to assess all candidates against the values and behaviours.

8.10 New employees cannot start work until they have all their pre-employment checks in place and until they have attended the Trust induction which takes place every Monday.

8.11 The detailed recruitment procedure along with all supporting documentation can be found here: <http://intranet/departments/employee-relations-hr/recruitment/toolkit/>

8.12 It is important that the recruitment process is undertaken in a timely way and the recruitment team will endeavour to action all elements with their SLA. Managers can support this by ensuring they update Trac as quickly as possible following the interview.

## **9. Pre-Employment Checks**

The Trust has robust processes in place to ensure that children and vulnerable adults are cared for by appropriate teams or individuals. Thorough checks are carried out on all candidates offered a post with the Trust in line with the requirements of the NHS Employment check standards. This includes internal transfer, volunteers, students and trainees.

Where workers are supplied to the Trust by employment agencies or through the services of a contractor, assurances will be sought as to the pre-employment checks undertaken by the agency.

All processes relating to pre-employment and checks can be found in the Pre and Post Employment Checks Policy available on the Trust Intranet.

## **10. Using Recruitment Agencies**

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