

Your Recruitment Journey

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

**YOUR
APPLICATION**



SHORTLISTING



INTERVIEW



**INTERVIEW
OUTCOMES**



**CONDITIONAL
OFFER**



**PRE-EMPLOYMENT
CHECKS**



**UNCONDITIONAL
OFFER**



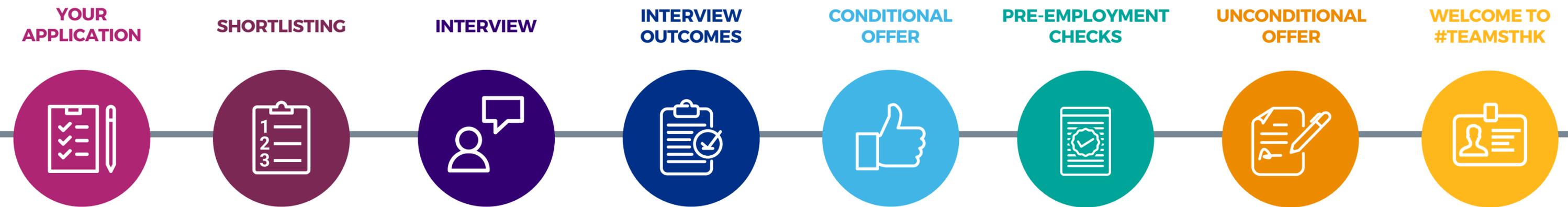
**WELCOME TO
#TEAMSTHK**



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YOUR APPLICATION

To get started submit your application via our website, NHS Jobs, Healthjobs.

When the post is closed, we will shortlist everyone who applied against the advertised criteria.

Your application form is the first stage of any selection process and is the gateway to the next stage of the selection process as it provides us with key information about your skills and abilities and your suitability for the role you are applying for. This information will help us decide whether to progress your application to shortlisting and interview.

Therefore, it is important to take your time and complete your application form in as much detail as possible.

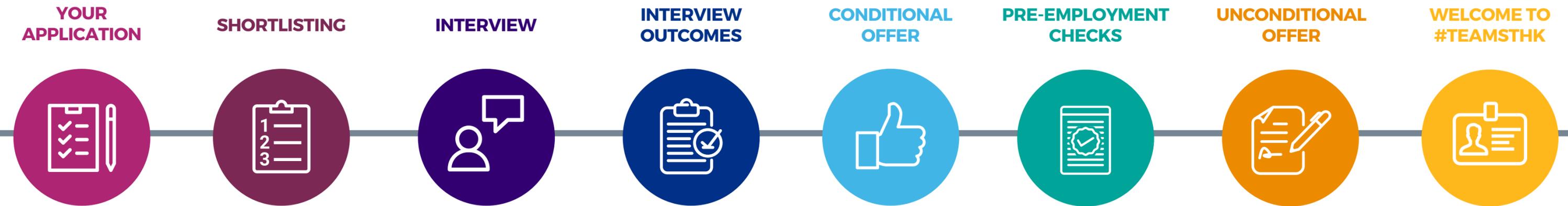
OUR APPLICATION TIPS

- Make sure you review the person specification when completing the application form, you should adapt the contents of your application to the person specification of the job you are applying for, ensuring all information is accurate and honest.
- The supporting information section is an important element to your application form, this is your chance to tell us about yourself, and for you to display your skills and knowledge for the role you are applying for and why we should consider you.
- Never submit the same application form twice. Always adapt it to show how you meet the person specification of the post you are applying for.
- Please don't leave your application until the last moment. Sometimes, if there are a high number of applications for a particular post, we will close the advert before the official deadline of applications.

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MAKING THE SHORTLIST

If your skills, knowledge and experience match those we're looking for (as indicated in the person specification), you will be shortlisted and invited to participate in the next stage of the selection process (usually an interview).

When shortlisting candidates, we use the person specification to check for relevant skills, abilities and experience required for the role. Any applicants who meet the criteria on the person specification will be the ones that are shortlisted for interview so please make sure you evidence as much of the person specification as possible.

In order to demonstrate that you meet the criteria of the role, please evidence the qualifications, knowledge, skills and experience as stated within the person specification and provide clear examples within the supporting information section.

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INTERVIEW

All shortlisted applicants are invited to attend an interview or assessment centre, dependent on the role you have applied for - you will receive an email notification from us.

INTERVIEW PROCESS

You will receive an email invite to an interview/assessment, this will include a link for you to book a suitable time to attend.

Once you select a date and/or time, you will receive an email confirmation which will include details of the interview panel and any additional tests that form part of the selection process, as well as information on when and where to attend on the day, and any forms of identification you will need to provide on the day. It is important to take the right ID documents on your (face-to-face) interview.

VIRTUAL INTERVIEW

If the interviews are being held virtually, you will be provided with instructions on how to access the video platform (Virtual interview is typically conducted on **Microsoft Teams**).

SELECTION METHODS

We use a variety of selection methods to help us choose the right person for the role.

Depending on the role you have applied for, you may be required to undertake other forms of assessment as part of the selection process. This may include for example: presentations, written exercise, role play, short case study.

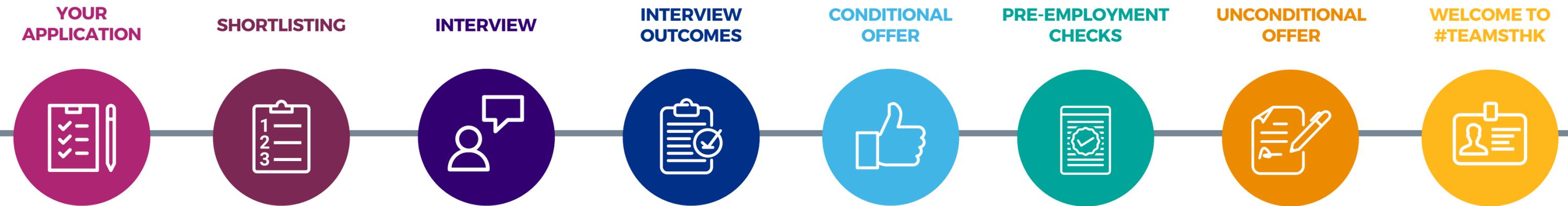
For senior or specialist roles, you may be asked to complete a psychometric test or take part in an assessment day.

These help us assess your suitability for the role and any assessments you undertake will always be relevant to the job you have applied for.

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INTERVIEW OUTCOMES

If you're successful you will receive a phone call from the recruiting manager to offer you the job.

If you're unsuccessful, we'll email you to let you know. The email will also include details of the recruiting manager so you can get in touch with them should you require feedback.

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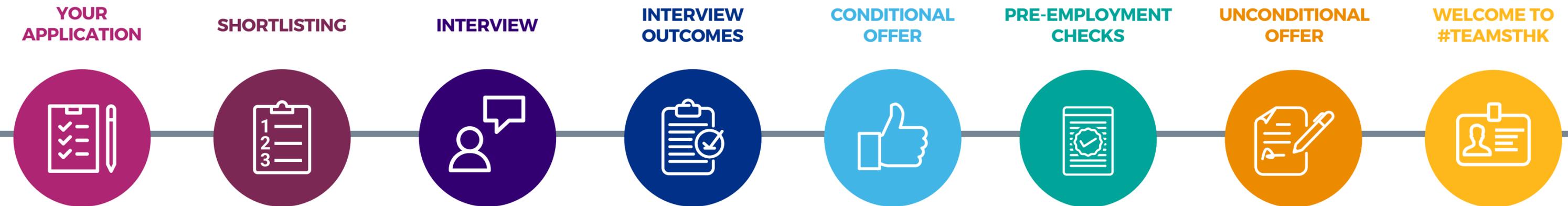
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PRE-EMPLOYMENT CHECKS

In your conditional job offer email you will be invited for an identity check, the email you have received will outline the documents you need to provide on the day.

We will initiate pre-employment checks during this stage, should we require any documents or supporting information we will be in touch directly.

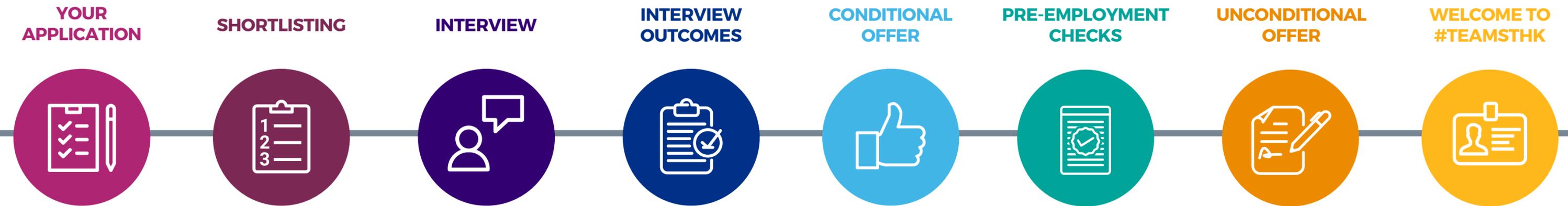
- **Identification** - We will require **three** forms of ID, including **proof of your right to work in the UK**. We will advise the required ID documents, but these are generally one photo ID, two proofs of address (or vice versa) e.g. passport or two household bills. For your right to work we will need your UK/EU passport, UK birth certificate or Biometric Residence Permit.

- **Convictions** - If applicable to the post, we will initiate a **Disclosure and Barring Service (DBS)** check or use the update service where applicable.
- **Qualifications** - If applicable to the post, we will ask for copies of your original qualification certification (and/or equivalent experience will be taken into account).
- **Professional Registration** - If applicable to the post, we will check any council registers.
- **References** - We will request references covering **3 years** work history, including your recent employer.
- **Occupational Health** - We will initiate an occupational health check. You will be asked to complete an occupational health questionnaire and will be reviewed by our Occupational Health Team. They will either clear you fit to work or to book an appointment with them. This will be dependent on the role you have applied for.

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YOUR UNCONDITIONAL JOB OFFER

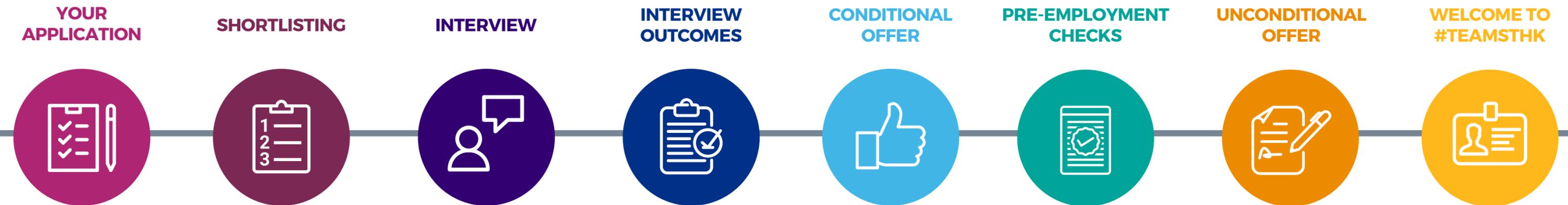
Once your pre-employment screening is completed and your checks have all been verified and cleared, we'll arrange a start date and then book you onto our Welcome Event.

Congratulations! You're now officially part of Team STHK. 🎉

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STARTING WITH TEAM STHK!

As a warm welcome to Team STHK, you will attend our Welcome Event and Mandatory Training Programme.

You will also complete a local induction in your new department.