

## STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

<b>Title</b>	<b>Fast track “Bank” staff recruitment</b>	<b>Doc No.</b>	<b>OP0287</b>
<b>Scope</b>	<b>Operation Lead, Clinical Lead, HR</b> <ul style="list-style-type: none"> <li>• <b>Note the Operations / Clinical Lead will also be referred to as the Recruitment Manager for the purpose of this SOP</b></li> </ul>		
<b>Purpose</b>	<p>This Standard Operating Procedure will act as a guidance to all those involved in the Bank recruitment process and will appoint responsibility to the appropriate member of staff for each involved duty.</p> <p>This SOP should be followed in accordance with the Selection and Recruitment Policy (UC24POL12)</p>		
<b>Procedure</b>		<b>Responsibility</b>	
<b>1</b>	Recruiting Manager to meet with HR to: <ol style="list-style-type: none"> <li>(1) Agree which services they wish to recruit for</li> <li>(2) Agree recruitment manager, timeline, responsibilities and advertising method</li> <li>(3) Operational/ Clinical lead to send Advert and Job pack to HR for advertising</li> <li>(4) Operational / Clinical Lead send Expression of Interest and Staff Introduction form to all Staff</li> </ol>	HR and Recruiting Manager	
<b>2</b>	Role is advertised internally via Expression of Interest and Staff Introduction and via social media and chosen advertising method	HR and Recruiting Manager	
<b>3</b>	All interested applicants are directed to send CV, availability and or Staff Introduction form to Recruitment@PC24.nhs.uk.	Applicants	
<b>4</b>	HR will collate CVs, update the Recruitment Tracker, and prepare for regular catch-up meetings with Recruitment Manager.	HR	
<b>5</b>	HR and Recruiting manager will meet as often as required to discuss CVs, shortlist and to arrange interviews to ensure fast tracking.	HR	
<b>6</b>	HR will invite candidates to Interview and request Right to work information & Evidence of Clean Driving licence for drivers' roles.	HR	
<b>7</b>	Recruiting manager and another Interviewer to interview candidates and gather information of availability of candidate to take up hours.	Recruiting Manager & another Interviewer	
<b>8</b>	Recruiting manager to make verbal offer and to regret unsuccessful candidates and provide feedback to the unsuccessful candidates as required.	Recruiting Manager	

9	Recruiting manager to send Contract request form (CRF) to HR immediately after the verbal offer has been accepted along with all Interview paperwork. Recruiting Manager to inform HR of unsuccessful candidates / no shows etc.	Recruiting Manager
10	Contract of employment and Pre- Employment Checks paperwork will be sent out to candidate.  DBS is not required for Call Centre staff but may be required for other roles. Occ Health disclaimer form ( as used for Associates) – only require OH if issue disclosed. Staff Introduction form is acceptable as Character reference plus 1 Employment reference. Must cover 3 years employment. If candidate is in Education/ University – request reference from them.	HR
11	HR will chase pre-employment documentation and will keep the Recruitment Manager up to date on progress. HR may ask Recruitment managers to risk assess OH, or references in order to enable staff to start employment sooner. ( Dependent on the role)	HR
12	Rota team, Training team and relevant ops teams will be informed of Induction requirements, confirmed shifts and estimated start date.	Recruitment Manager

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<b>Title</b>	<b>Fast Track “Bank” Recruitment Process</b>		<b>Doc. No.</b>	
Version	v1			
Supersedes	N/A – New SOP			
Approving Managers/Committee	Interim People Director			
Date Ratified	16/07/21			
Department of Originator	Human Resources & Organisational Development			
Responsible Executive Director	Interim People Director			
Responsible Manager/Support	Lisa Brierley Interim HR BP			
Date Issued	17/07/21			
Next Review Date	September 2023			
Target Audience	All those involved in the Bank recruitment process.			
<b>Version</b>	<b>Date</b>	<b>Control Reason</b>	<b>Accountable Person for this Version</b>	
v1	01/09/21	New SOP	Human Resources & Organisational Development	

Reference documents	Electronic Locations	Locations for Hard Copies	
Recruitment and Selection Policy - PC24POL12  Interview Packs	Primary Care 24 Intranet / HR Department	<b>Where will the hard copies be?</b>	
<p><b>Document Status:</b> This is a controlled document.            Whilst this document may be printed, the electronic version maintained on the PC24 Intranet is the controlled copy. Any printed copies of the document are not controlled.</p>			