



THE RECRUITMENT PROCESS

This guidance has been compiled to provide prospective candidates with details of our full recruitment process. If you require further information or assistance at any stage please contact the Recruitment Team at Recruitment.HR@nes.scot.nhs.uk

Communication

All communication to candidates will be made via the email address provided on the application form. Please ensure that the email address provided is an account that you will have regular access to.

The Panel

The panel are the group of people who complete the short-listing and interview stages of the recruitment. Within the panel the line manager of the vacancy will usually act as Chair and will ultimately be responsible for decisions. There must be a minimum of 2 panel members however normally the panel is made up of 3 or 4 people who will usually be senior to the vacancy. As well as NES employees the panel may also include members external to NES where appropriate.

Throughout the process the panel assess each candidate on the criteria which is detailed within the Person Specification.

Application Form

Once you have submitted an application you will receive an automatic response to the email address provided. If you do not receive this email, please contact Recruitment.HR@nes.scot.nhs.uk to check we have received the application.

Short-listing

Once the closing date has passed, applications will be compiled and sent on to the panel to short-list.

The short-listing panel will only see sections 2, 3 & 4 of the application form. Applications will be short-listed against the essential criteria from the Person Specification. If multiple applicants meet the essential criteria for the role the desirable criteria may also be used to short-list.

The panel complete the shortlist to determine which candidates they wish to interview and send the results to the Recruitment HR Team.

All candidates will be informed of the outcome via email whether they have been successful to the next stage of the recruitment process or not. If you wish feedback from the panel send a request by email the Recruitment Team.

Invite to Interview

The successful candidates will be invited to interview. You must read the invite carefully as this contains important information regarding your interview and any activity that you are required to complete.

Prior to the interview, ensure you know exactly where the venue is and how long it will take to travel there. If you cannot attend your interview for any reason please ensure you contact the Recruitment HR Team at your earliest convenience.

If you have any particular requirements for attending interview or undertaking assessments where required due to a disability please contact the Recruitment Team to discuss your needs.

The interview panel will normally be the same people who short-listed for the role. The purpose of the interview is to explore your suitability for the role in more detail and also allow you to ask us any questions you may have. All candidates are asked the same questions and the questions will relate to criteria contained in the person specification. For some roles you may also be required to prepare a presentation or undertake a practical test but you will always be notified of this in the invite to interview email.

You will be required to verify your identity at the interview stage, you must ensure you bring an original photographic proof of ID with you.

If you wish to claim expenses for any costs you have incurred you must firstly refer to the expense policy to ensure you are entitled then complete an expense form: [Link to expenses policy](#)

Preferred Candidate

Once interviews have taken place, the preferred candidate will be notified and sent a letter detailing the next steps of the recruitment process.

Please note at this stage we are not making an offer of employment. All pre-employment checks are carried out according to national guidelines. The Recruitment Team will work as quickly as possible to complete these checks however this can take some time and candidates will be asked to aid this process. Once all pre-employment checks have been carried out the Recruitment Team will be in touch to discuss the next steps of the recruitment process.

An unconditional offer letter can only be issued once we are in receipt of satisfactory clearance.

All unsuccessful candidates will be notified, if you wish feedback from your interview send a request by email to the Recruitment Team.

Pay Policy

It is NHS Education for Scotland's policy to place any newly appointed member of staff onto the bottom point of the salary band as standard. We may be able to offer a higher starting salary where a higher current salary can be evidenced together with significant and relevant experience transferrable to the role. The limit is the top of the salary band. NHS Education for Scotland will determine final placement within this band based on evidence provided and this will be detailed in writing once we are in a position to make an offer of employment.

To ensure we place you correctly on the salary band, as part of pre-employment checks you will be asked to supply us with a copy of a payslip from your current or most recent relevant post. This must be from within the last six months, unless otherwise agreed with the recruitment team.

Offer Letter and Contract

Once all pre-employment checks have been carried out the Recruitment Team will be in touch to arrange a start date.

Once a start date has been agreed an offer letter and contract will be sent to you. You will receive two copies of this. Please ensure you sign and return a copy to the Recruitment HR Team in the envelope provided. You will also be required to complete an online engagement for payroll purposes.

Useful information

Recruitment HR email: Recruitment.HR@nes.scot.nhs.uk
NHS Education for Scotland website: www.nes.scot.nhs.uk

