

## RECRUITMENT PROCESS

<b>Action</b>	<b>Responsibility of</b>	<b>Standard</b>	<b>Dependent Upon</b>
<p>Where appropriate, provide trained Consultant / GP representatives to participate in recruitment and selection as requested by NES on behalf of UK/Scottish national recruitment agreements. Sufficient numbers of staff must be sourced to ensure that each recruitment event has trained reception staff able to carry out document checks as well as trained administrative staff to run multiple panels.</p> <p>The contribution of staff resources to be overseen by the Scottish Medical Training HR Subgroup.</p>	<p>NES and National recruitment teams as applicable</p>	<p>As per protocols agreed by NHRMDWG</p> <p><a href="#">Code of Practice</a></p> <p><a href="#">Gold Guide</a></p>	<p>NES requesting input.</p>
<p>Ensure all staff and panel members involved in recruitment and selection processes have completed equality and diversity training procedures to meet national guidelines and legislative requirements. This needs to be refreshed every three years.</p>	<p>NES and National recruitment teams as applicable.</p>	<p><a href="#">PIN Guideline: Embracing Equality, Diversity and Human Rights in NHS Scotland</a></p>	<p>Training records being maintained.</p>

<p>Where required, ensure staff are fully trained to operate any local and national recruitment systems. Recruitment and selection paperwork is processed correctly and meets any national and legislative requirements. All outcomes from interview processes are entered into recruitment systems in good time.</p>	<p>NES and National recruitment teams as applicable.</p>	<p><a href="#">Code of Practice</a></p> <p>Specialty recruitment processes.</p> <p>Systems training and guidance.</p>	
<p>Ensure that all appropriate recruitment processes meet legal requirements and are in accordance with the Code of Practice as well as any NES or Scottish Government guidance etc. for managing recruitment to specialty training and in accordance with Gold Guide standards.</p>	<p>NES and National recruitment teams as applicable.</p>	<p><a href="#">Code of Practice</a></p> <p><a href="#">Gold Guide</a></p>	
<p>Where appropriate to do so, address all complaints received relating to recruitment activity, liaising with NES as appropriate.</p>		<p>Oriel processes, Complaints processes, Code of Practice.</p>	

Undertake regional and local recruitment to fill vacancies in national training programmes.	NES PB		Gold Guide NES LAT policy Code of Practice Compliance with agreed procedures and national and regional agreements
Undertake local recruitment to fill unfilled national training programme posts as LAS positions to be employed by the PB.	PB		Compliance with agreed procedures
Upload recruitment documentation from agreed UK system to employee files for doctor in training employees.	NES	<a href="#">Code of Practice.</a>	
Once offers have been accepted and confirmation of training programme allocation received, commence pre-employment checks	PB	Agreed UK systems and Turas processes  Agreed onboarding processes	Agreed UK systems equivalent acceptance processes. NES allocation to programmes via Turas.

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