

## The Recruitment Process

The following information is intended to give you guidance through our recruitment and selection procedures, in order to make your process as smoothly and successful as possible.

As a member of our staff, you must embrace the values of the Trust. We strive to recruit the best possible staff to serve our community helping to maintain our reputation based upon the 6Cs of our Trust: Care, Compassion, Competence, Communication, Courage and Commitment.

Your application will be available electronically to the people that will be shortlisting. This process is undertaken anonymously and your application will be assessed against the person specification taking into account the 'essential' and 'desirable' criteria for the role.

The Trust uses the TRAC electronic recruitment system to process all applications that are submitted either directly through TRAC or through NHS Jobs.

## Application process

When completing your application, make sure the following tasks are completed:

- Provide details of relevant education and qualifications.
- Full employment history and references covering at least 3 years, with no gaps. Starting with your current or most recent employment and working backwards.
- Provide full contact details for the referees (including professional email addresses).

The 'supporting information' section will increase your chances of being shortlisted for a post; use this information to demonstrate how you meet the essential and desirable criteria listed on the person specification taking into account Trust Values in order to help you.

## Once you have been shortlisted

If your application for a post with us has been successful, you will be invited to attend an interview. You will be required to book your interview slot through the TRAC system. Your interview confirmation will confirm who your interview is with, the venue and time of the interview and any other information relating to the selection process.

It is vital you take some time to prepare for your interview. We would suggest that you research the Trust, request to come in and meet the team and read the job description. The more prepared you are the more confident you will be and more thorough you can be with your answers.

Most of our interviews include values-based interview questions which link to both the 6Cs - our Trust Values. You will be asked to provide real life examples as part of your answers.

Interviewers may also ask you supplementary questions to find out more about these examples.

### **Post Interview**

Following your interview, you will normally be contacted by the recruiting manager to let you know the outcome and give you any necessary feedback. This will be done as soon as possible after the final interview has taken place.