

# Guide to Recruitment Process and Timescales



## Apply

### Submit your application on line

(see our “**Guide to Completing an Application**”)

🕒 must be submitted before the advertised closing date

## Shortlisting

The manager of the vacancy will review all submitted applications after the closing date.

Timescales depend on a couple of things; the manager’s workload and how many people have applied! We aim for most managers to do this within a week of the closing date.

The manager will look at your application and score it against the essential and desirable criteria on the Job Description and Person Specification. The manager does not see your personal information (such as your name, address etc) or your equal opportunities information at this stage.

🕒 around **one week** from the vacancy closing date

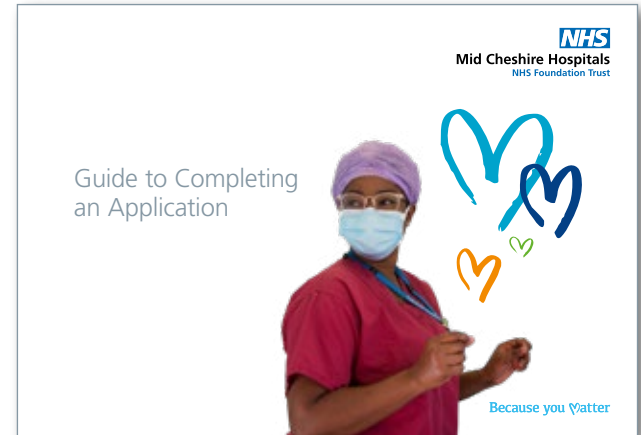


## Not shortlisted?

You will receive an **“Unsuccessful”** notification through TRAC. Please check your junk/spam folders as emails are often directed there. Please try not to be disheartened.

You could perhaps review your application to see how you can improve it for next time. There is more information in our **“Guide to Completing an Application”**.

 around **one to two weeks** from vacancy closing date




## Shortlisted?

**Well done!** Your interview invite will be sent by email from TRAC (remember to check junk/spam folders). Log into your TRAC account, **accept your interview and confirm your time slot.**

We aim to give seven days notice for interviews.

If you cannot attend, please contact Recruitment (phone on **01270 904488**, or email **resourcing@mcht.nhs.uk**). We can sometimes (but not always) offer an alternative date. It is worth asking! Some of our interviews are “face-to-face”, and some are “remote” (using MS Teams). Your TRAC invite will give you all the information you need.

**If you change your mind, please withdraw your application through TRAC, so we know that you will not be attending**

 you will receive the invite around **one week** from the vacancy closing date

## Attend your interview

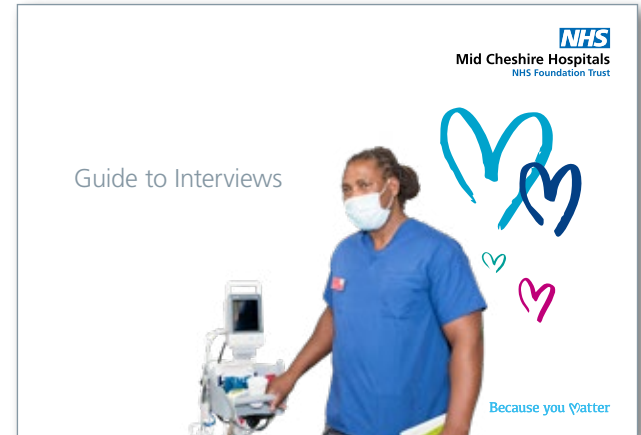
See our **“Guide to Interviews”** for more information about the interview itself.

🕒 your interview is likely to be around **two to three weeks** from the vacancy closing date

## Unsuccessful after interview?

The interview panel will phone you with feedback to let you know where you did well, and where you could have improved. If the panel cannot get a response, they may leave a message or email you.


🕒 within **a day or two** of interview



## Successful?

### **Congratulations! You are now part of the Mid Cheshire Hospitals team!**

The manager will phone you. This will be followed (usually within a few days) by a **“Conditional Offer”** email from Recruitment. The title of the email will be “Conditional Offer Of Employment”. Remember to check junk/spam folders. If you do not receive this email within five days of your interview, please call the recruitment team.

 (average) phone call within a day or two of interview, conditional offer email within **five days** of interview

**Your conditional offer will contain details of the checks that we need to complete before you can start. Typically, these checks are:**

## **ID & Right to Work**

You will need to produce a minimum of three ID documents to prove your ID and your Right to Work in the UK. We will need to view these documents and take a copy of them. You will need to book an ID check appointment through TRAC. Please book the earliest possible appointment.

## **DBS Check**

Most of our roles require a DBS (Disclosure & Barring) check. This is a check for any prior convictions. You will need to complete an on line application and supply ID (we use the same ID as above). Your DBS check will not start to process until you have completed the on line application and supplied your ID documents to us. It usually takes two weeks for this check to process (from the point that we have all of your ID).

## Occupational Health Clearance

You will be asked to submit an Occupational Health questionnaire. Please also provide your vaccination history. This is confidentially reviewed by our OH team. OH may clear you just from your questionnaire (normally complete within five days) or they may need to make you an appointment (sometimes face to face and sometimes over the telephone). If OH clear you from your questionnaire, this should take just a few days. If you require an appointment, this can take a bit longer, depending on the availability of appointments.

## References

We will need a reference from each of your employers over the last three years. Make sure we have the correct email address for each of them. If you have not been employed, or have gaps in your employment, we will require character references. References are usually the slowest part of our checks as we rely on your previous employer(s) to respond. Employers respond quicker where the candidate encourages them to complete the reference quickly!




## Registration

If you have a professional registration (such as NMC/HCPC etc) please supply us with your PIN/Registration number

## Qualification

If your Job Description lists an essential qualification, we will need to see copies of your certificates.

 (average) usually complete within **two to three weeks** of your conditional offer. **BUT** this is dependent on you returning paperwork/ID as quickly as possible, OH and DBS clearing, and your references responding promptly


## Unconditional Offer

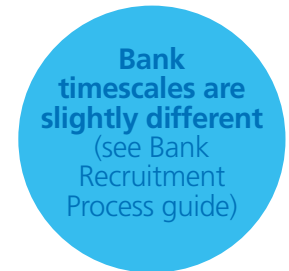
Once your checks are complete, you will receive an **“Unconditional Offer”** email. This means you can give notice to your current employer. Once you have a date that you are available to start, tell your new manager and your recruitment officer. Once you have a confirmed start date, your Recruitment Officer will issue your Contract Of Employment.

## Start date

### Yay! It's your first day!

Your new manager will welcome you, carry out your local induction and book you on any required training. Your start date will depend on your notice period. You are able to start on any day that is convenient to you and your new manager. You will be booked on the next available Welcome Day (the formal Trust Induction day). You do not need to start on a designated “Trust Induction Day”.

 (average) will depend on your notice period, normally one, four or 12 weeks





Good luck!





**Mid Cheshire Hospitals NHS Foundation Trust**

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