

## About the Selection Process (2015)

Selecting the right staff is important to the patients and public we exist to serve. The selection process involves a series of stages that enable us to assess your overall suitability for the post for which you are applying.

### **Stage 1 - Application Form Completion**

The process starts with you completing an application form. This is your opportunity to demonstrate your competence by telling us about your qualifications, training, experience, skills and abilities. We can then assess the extent to which you match our criteria for the post.

You need to complete the form as fully as you can using the essential and desirable criteria for the post. These are summarised in the Person Specification and are shown more fully in the Job Description. You need to be clear and explicit in the information you provide as only the most suitable applicants will be selected for interview.

Please refer to our '*Guide to Completing an Application Form*' and the more detailed information included in your pack.

### **Stage 2 - Short listing**

Short listing is a process of identifying the most suitable applicants for interview using the information you provide in your application form. This is the only information that the short listing panel uses when deciding whether or not you will be called for interview. This shows how important it is for you to check the essential and desirable criteria for the post you are applying for making sure you include evidence in your completed application form honestly and fully.

The short listing panel uses a very simple system to assess your application and ensure fairness and consistency. Completed application forms are scrutinised to identify those who meet the essential criteria; then may progress to identify those who also meet the desirable criteria; and finally may progress to identify applicants who have additional skills or experiences relevant to the post.

### **Stage 3 - Interview**

This is the first opportunity that an interview panel will have to talk to you face to face. This is your opportunity to demonstrate in person that you have the necessary competencies and values to undertake the role applied for and to be considered for working within NHS Lanarkshire. The interview process is explained in our '*Values and Competency Based Interviews*'.

#### **Stage 4 – Role Specific Assessment**

Depending on the type of post being applied for it may be appropriate that some form of assessment is undertaken as well as an interview e.g. a secretary may be required to undertake a typing test; an IT Technician may be required to undertake a practical exercise to resolve a fault; or for managerial/leadership positions a presentation, written exercise and/or problem-based scenario may be required. If any of these apply, more specific information will be included within your invitation to attend for interview.

#### **Stage 5 - Final Stages**

After interview and any other specific assessments if these are used, the person selected as the preferred candidate will receive a provisional offer of employment subject to satisfactory pre employment checks as listed below. This part of the process normally takes between 4-6 weeks to complete with further advice on each element provided by Human Resources (HR).

- **Occupational Health:** Pre-employment medical screening is required.
- **References:** Two references are taken up; one of which must be from your current/most recent line manager.
- **Confirmation to work in the UK:** You must confirm you are eligible to work in the UK.
- **Criminal Record Check:** Dependant on the nature of the post a criminal record check is arranged.

Should any of the above pre-employment checks not be fully satisfied, the provisional offer of employment may be deferred or withdrawn.

#### **Further Support**

If you feel you need further support the following are worth considering:

- Making informal enquiries to the person noted on the job advertisement
- Your current line manager or supervisor
- Your friends and/or colleagues
- NHS Lanarkshire Human Resources (HR) or Organisational Development (OD) department
- NHS Lanarkshire Practice Development Centre if you are a Nurse, Midwife or Allied Health Professional (NMAHP) or an NMAHP Support Worker.