

## Top Tips for Hiring Managers

As a hiring manager, your role in the recruitment and selection process is vital. Timely decision-making and effective pre-planning can significantly impact the quality of hire and candidate experience.

Here are some top tips to guide you through each stage of the recruitment process, ensuring a smooth and efficient hiring journey.

### Recruitment Pre-Planning

- **All in the Detail:** Ensure that the approval form, advert, job description and person specification have all been thoroughly reviewed, completed and updated (if necessary) before being submitted to the East Region Recruitment Service. This attention to detail helps prevent delays and ensures that all information is accurate and current.



**Did you know?** The East Region Recruitment Service has a dedicated mailbox for the receipt of vacancy approvals <mailto:eos.regionvacancies@nhs.scot>

- **Panel Selection:** Identify and confirm your shortlisting and interview panel members early in the process. This ensures their availability and allows them to familiarise themselves with the job requirements and selection criteria.
- **Interview Dates:** Schedule potential interview dates in advance, ideally at the time of posting the job. This allows panel members to block their diaries, reducing scheduling conflicts later.

### Person Specifications

- **Importance of Person Specification:** The Person Specification is a key document that should guide every stage of your recruitment process - from shortlisting to interviews and even providing feedback. Ensure that it clearly defines the essential and desirable criteria for the role.
- **Addressing Unconscious Bias:** While striving for efficiency, it's crucial to be mindful of unconscious bias. Encourage panel members to focus on objective criteria outlined in the Person Specification and avoid making assumptions based on irrelevant factors.


### Shortlisting

- **Start Shortlisting Early:** Begin reviewing/shortlisting applications as they come in rather than waiting until the post closes. This can speed up the process and allow you to identify strong candidates sooner.

## Guaranteed Interview Scheme

- **Commitment to Equal Opportunities:** Under the Guaranteed Interview Scheme, candidates who meet the essential criteria must be invited for an interview. If you decide not to progress a candidate under this scheme, document a robust rationale on the shortlisting form.



**Did you know?** Jobtrain can flag applications that qualify for the scheme, ensuring they are not overlooked during shortlisting. Look out for the two-ticks disability confident icon. 

## Interview/Calendar Events

**Maximise Interview in Calendar Events:** When scheduling interviews in Jobtrain, ensure you include as much detail as possible in the calendar event. Providing candidates with clear and comprehensive information about what to expect on the interview day can significantly enhance their experience. Be sure to outline the interview format, duration, any presentation requirements and other relevant details. This helps candidates prepare properly and reduces uncertainty.



**Did you know?** In the Notes & Attachments section of the calendar event in Jobtrain, you can provide specific interview details to ensure candidates are well-prepared.

## Pre-Employment Checks

**Identity Matters:** Verifying a candidate's identity and Right to Work is crucial to ensure compliance and protect against fraudulent activity. As a Hiring Manager, you must:

- Obtain, check, and copy acceptable documents as per UK Government guidelines.
- Verify the candidate's identity by ensuring the documents genuinely belong to them.



**Did You Know?** Comprehensive guidance on acceptable documents and identity verification can be found on the ERRS [website](#). Reviewing this ensures your recruitment process stays compliant and secure.

**Typical Timeframes:** Pre-employment checks can vary depending on the role but typically take 4 weeks. Plan for this time when setting your overall recruitment timeline.



**Did You Know?** You can track pre-employment checks in real-time on Jobtrain by clicking the 'Pre-employment Checks' tab in the candidate profile. Please note, only the East Region Recruitment Service should update the pre-employment checklist.

## Candidate Engagement

- **Timely Action:** Acting promptly throughout the recruitment and selection process will help to keep candidates engaged and maintain their interest.
- **Communicate Regularly:** Regular and timely communication with successful candidates and any reserve candidates is crucial to enhancing their overall experience.



**Did you know?** The East Region Recruitment Service can contact candidates through Jobtrain and even send emails on your behalf if there are any delays. This ensures candidates are kept informed and engaged throughout the process.

### Preparing for the Start Date

**Onboarding Prep:** Once the candidate has accepted the offer, make sure any local on-boarding processes are underway. These may include confirming IT-set up (laptops/mobile/email/system access), organising facilities (pass, workstation space/uniform if applicable), specific equipment/training identified by Occupational Health if applicable, arranging local induction, confirming welcome/first day arrangements with the candidate(s).

### Increase Your Target Audience

- **Social Media:** Hiring Managers can share the link (if the post is for external candidates) to promote through your professional networks as appropriate. To share specific job adverts, you can find the post on the NHS Scotland Recruitment Portal - <https://apply.jobs.scot.nhs.uk/Home/Job>. Once you've located the advert, either copy and paste the URL from your browser's address bar or use the 'SHARE THIS JOB' link at the bottom of the advert to distribute it easily.

### Asking for Support

- **Utilise ERRS Resources:** The East Region Recruitment Service is available to assist you throughout the recruitment process. Whether you need guidance on Jobtrain, help with shortlisting or advice on interviews, don't hesitate to get in touch.

Contact us via [Fresh Service](#) or by phone Monday to Friday between 9am and 4pm on 0300 790 0640.



**Did you know?** Jobtrain Hiring Manager SOPs are available to guide you through every stage of the recruitment and selection process. Each step includes 'Detailed Steps' for clarity. Access them anytime at <https://www.eess.nhs.scot/hmss>