

# Applicant Recruitment Journey



Midlands and Lancashire  
Commissioning Support Unit

This is an interactive PDF. To navigate, use the arrows at the side of the page or click on the buttons to find out more information.

This document has been designed to support you through your recruitment journey. The document highlights the key stages within our recruitment process, the approximate timescales each stage may take and what will happen during that stage. Throughout your journey with us you will receive several emails from the Trac recruitment system. All communications are designed to provide guidance on any action required from yourself and what will happen next.



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## Advertising

A hiring manager will create a vacancy on Trac (Our internal recruitment system) which automatically posts the job advert on NHS jobs, Healthjobsuk and Universal Job Match.

Most adverts will be live for 7-14 days.

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## Applying (7-14 DAYS)

Applicant views and applies for the post via one of these job boards.  
We advise that all applications are completed at your earliest convenience so the opportunity is not missed.

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**Vacancy closes (1 DAY)**

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If your application was submitted on NHS jobs the recruitment team will import it into Trac the day after the vacancy closes. If you haven't already got a Trac account you will receive an email to register.

All further recruitment engagement will be actioned via Trac.

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### Shortlisting (APPROX 7 DAYS)

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All submitted applications are evaluated by the shortlisting panel. This is where your application is scored against the criteria set in the person specification for the role. Therefore, always make sure you take the time to complete your application in full taking special consideration to the JD and PS.

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## Interviewing (1 DAY)

All shortlisted applicants are invited to attend an interview/assessment day - you will receive an email notification.

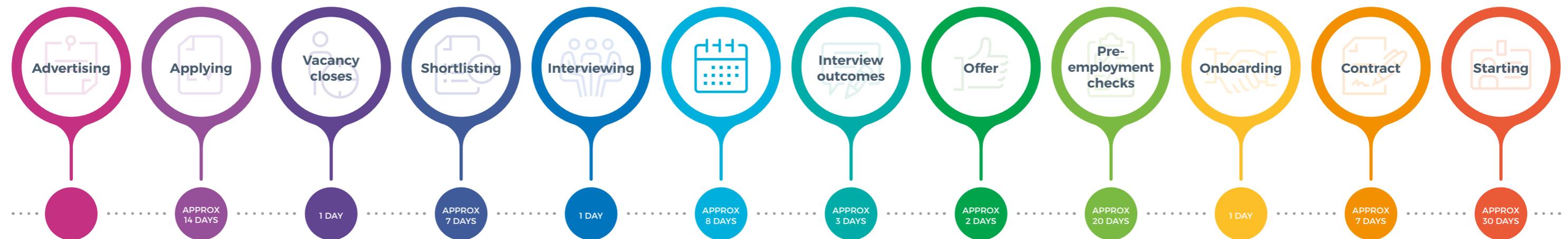
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## Interview day (APPROX 8 DAYS)

All interview details are provided by email, this will include any interview preparations you may need to make and what ID documents you need to provide on the day. It is important to take the right ID documents to your interview.

To check please visit: <https://apps.trac.jobs/candidate/iddocs>

[Helpful interview tips can be found here](#) ↗

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**Interview outcomes (APPROX 3 DAYS)**

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All outcomes will be updated on the Trac system and feedback will be provided by a representative of the interview panel.

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**Offer (APPROX 2 DAYS)**

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The recruitment team will send a conditional offer of employment for successful applicants. This will provide any useful information and instructions on what will happen next.

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## Pre-employment checks

(APPROX 20 WORKING DAYS)

The recruitment team will initiate pre-employment checks, should we require any documents or supporting information we will get in touch with you directly.

- **ID** - we will use the ID documents you provided at interview to confirm your ID, proof of address and right to work.

- **Convictions** - If applicable to the post the recruitment team will initiate a DBS check or use the update service where applicable.
- **Professional registration** - If applicable to the post the recruitment team will check any council registers.
- **References** - The recruitment team will request references covering 3 years work history, including the most recent employer.
- **Occupational Health** - The recruitment team will initiate an occupational health check.

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## Onboarding (1 DAY)

Once all checks have been completed the recruitment team will send you an unconditional offer. At this stage you can arrange a start date with your new manager. Make sure you discuss payroll cut off and 1st pay implications when committing to a start date. We will request bank details so you can be set up on payroll.

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**Contract (APPROX 7 DAYS)**

Once the recruitment team have your start date, they will send you your contract, asking you to read carefully, sign and send it back. This gets added to your HR file.

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**Starting**  
(APPROX 30 DAYS - NOTICE PERIOD DEPENDANT)

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You will commence your first day in post.