

Managers Guide

Appendix 4

Offer

Guide Summary: Making an Offer

Guide created on: February 2021

Offer Stage

This document will guide you through the steps to take once you have interviewed and selected a successful candidate. Further information can be provided through the Resourcing Team.

Trac

In order for the Recruitment team to send an offer letter, you will need to select the successful candidate/s and move them and the vacancy to Offer on Trac. You will also need to enter the details of the offer (this would usually be the same details inputted against the vacancy at the start of this process e.g wte, hours).

As Appointing Manager/Recruiting Manager on Trac, you will be able to view your own vacancies and offers to keep up to date with progress. The Recruitment team will also be able to answer any queries you may have.

Starting Salary

The salary offered should be in line with Agenda for Change or Medical paycales. For new starters already working in the NHS, the Recruitment team will run an Inter Authority Transfer (IAT) which allows them to determine the point on the scale to place them on, in line with Agenda for Change or the relevant Medical payscale.

In line with the Trust's Safe Recruitment & Selection Policy, new entrants to the NHS should start at the bottom of the band or grade. There may be occasions whereby a manager wishes to take into consideration previous service e.g. overseas experience, however this will require approval at the weekly Pay Improvement Group via a Starting Salary Variation form (SSV). This must be requested from the Recruitment department. For further information on starting salary, please refer to Appendix 1 of the Safe Recruitment & Selection Policy available on Staff Hub.

Pre-Employment Checks

The Recruitment team will carry out the necessary pre-employment checks in line with NHS Employment Checks Standards. This includes:

1. Identity
2. Right to Work
3. Professional Registration & Qualifications
4. Employment History/References
5. Work Health Assessment (Occupational Health)
6. Criminal Record Check (DBS)

Not all posts require all six checks, the Recruitment team will undertake only those required depending on the role and whether the candidate is internal/external.

It will be your responsibility to read, check and provide approval of references via Trac. If you have any concerns regarding the content of a reference, advice from Business HR should be sought in the first instance.

Keep in Touch

The time between seeing your new recruit at interview to the date they start in post can be a few weeks or months whilst checks are undertaken and notice periods are worked through. It's always a good idea to keep in touch with your new employee to see whether they have any queries, see how they're getting on with their checks and to discuss potential start dates. A Keep in Touch document found in this section of the Staff Hub can be used as an aide memoire.

Withdrawing an Offer

At times, there may be reasons an offer of employment needs to be withdrawn. Advice **must** be sought from the Business HR department before any withdrawal is made.