## Cardiff & Vale University Health Board—Internal Appointments Process (all staff) - from 1 April 2020

## Changes in the process are highlighted in green

Vacancy requisition completed on Trac by Appointing Manager and considered by appropriate Scrutiny Panel



Once approved, Recruitment will advertise the vacancy within 2 working days. Vacancies will be posted on NHS Jobs and C&V website



Appointing Manager schedules interviews on Trac



Appointing Manager shortlists applications on Trac within 3 days



Employee completes application form on Trac



Appointing Manager verbally offers the post subject to employment checks & updates interview outcomes on Trac within 3 working days



Appointing Manager to check relevant qualifications, professional registration (if applicable) & request verbal reference from current line manager.



Recruitment email employee a conditional offer letter within 4 working days & check recruitment system for current DBS and Right to Work, Occ Health self declara-



Recruitment email employee unconditional offer letter within 2 working days. Electronic Appointment Form (NAF) automatically generated & emailed to Appointing Manager



Appointing Manager to contact employee & agree start date



Recruitment contact Appointing Manager via Trac to confirm whether DBS & Right to Work checks are already in place



Appointing Manager completes the NAF & emails to Payroll



Employee takes up new post. Recruitment email Contract of Employment