

Cardiff & Vale University Health Board

New Internal Appointments Process – From 1 April 2020

Checklist for Appointing Managers

	Action	Date completed
1.	Complete vacancy requisition on Trac, ensuring to attach job description & person specification and the appropriate Occupational Health form.	
2.	Vacancy considered by Clinical Board Scrutiny Panel and/or Corporate Scrutiny Panel (CSP).	
3.	Once approved, vacancy will be processed and advertised by NWSSP Recruitment within 2 working days.	
4.	Shortlist applications on Trac, within 3 working days.	
5.	Schedule interviews on Trac, as soon as possible.	
6.	Offer post to the successful applicant subject to satisfactory employment checks & update Trac with interview outcome within 3 working days. Move vacancy to offer on Trac.	
7.	Obtain verbal reference from the applicant's current line manager & place a copy on their personal file.	
8.	Check that the applicant has the relevant qualifications for the role, as stipulated on the person specification. Check professional registration if applicable to the role (please refer to guidelines). Place a copy on their personal file.	
9.	NWSSP Recruitment email applicant and Appointing Manager a conditional offer letter within 4 working days.	
10.	NWSSP Recruitment check recruitment system for current DBS (if applicable), Right to Work & send the relevant Occupational Health form to the applicant within 4 working days.	
11.	NWSSP Recruitment contact the Appointing Manager via Trac to confirm whether DBS & Right to Work checks are already in place. If you do not receive this information contact Recruitment.	
12.	Contact employee and agree start date.	

13	<p>A copy of the electronic appointment form (NAF) will be generated and emailed to the Appointing Manager.</p> <p>Complete Appointing Manager section, ask the employee to complete their section, finalise and email to Payroll</p>	
14.	<p>NWSSP Recruitment email employee and Appointing Manager the unconditional offer letter.</p>	
16.	<p>Arrange induction for employee before they take up post.</p>	
17.	<p>NWSSP Recruitment to email the employee and Appointing Manager a copy of the contract of employment.</p>	