

Are you involved in the recruitment process via Trac?

NHS Wales Shared Services Partnership (NWSSP) has a commitment to ensuring the safe and timely recruitment to vacancies across NHS Wales, and supporting our Recruiting Managers during the recruitment and selection process. As such, we provide virtual training workshops demonstrating how to use the system, and drop-in clinics for follow-up support.

Trac training

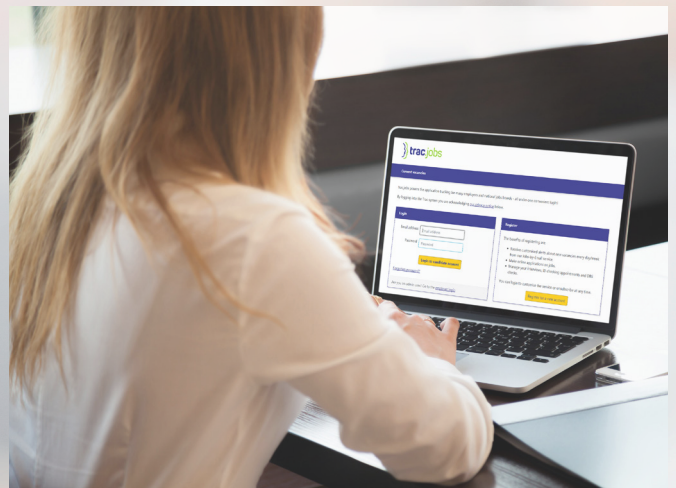
Our training workshops have been designed for both new and existing managers, and can help you whether you have no Trac experience at all or if you simply need a refresher.

Workshops will provide an in-depth demonstration of your responsibilities when using Trac. These include:

- Creating a vacancy request form
- Shortlisting
- Adding an interview schedule
- Updating the results of interviews
- Reviewing references

They will also provide overviews of:

- Your organisation's vacancy approval process
- Navigating your way around Trac
- What to do if you fail to recruit
- The 'Time to Hire' and our top tips
- Additional support packages



Available dates are advertised on your organisation's intranet site.

Workshops are currently being delivered virtually via Microsoft Teams. For further information, or to book a place, please email NWSSP.TracTraining@wales.nhs.uk.

Drop-in clinics

We also run drop-in clinics every Friday between 2pm and 4pm, and you can book onto one [here](#).

Please note, this is **not** a training workshop. It is available for any queries you may have following a training workshop or if you need clarification on a process before/during any recruitment.