 **ANNEX A**

# Checklist

# Introduction

The following checklists are designed to help you compile an audit trail of evidence to demonstrate recruitment and retention premiums are justified and provide a defence should an equal value claim arise.

# Checklist for the consideration of recruitment premium

The following checklist should be completed by the recruiting Manager and HR Manager for each case where a recruitment or retention premium is being considered. It will provide an audit trail of why recruitment and retention premiums are required for a particular post.

The completed checklist must be submitted with any further information that supports the business case to HR.

#### Recruitment Premia

### Application for RRP for Position Title of: …….………………………………………………………

**Position Number(s)………………………………………………………………………………………..**

**Date: …………………………..**

|  |  |  |
| --- | --- | --- |
| **Step** | **Issues to be Considered** | Evidence Required by RRP Panel |
| 1 | Establish whether there is a recruitment problem |  |
| 2 | Understand why there is a recruitment problem: |  |
| 2.1 | Where there was interest in the job but few applicants registered:* How many expressions of interest/requests for information packs were there from suitable applicants following the job advertisement appearing?
* What proportion of application forms were returned?
* How many people were short-listed but dropped out of the recruitment process or declined a job offer?
* What reasons were given for dropping out
 | All of this is information is available from the Recruitment Manager. |
| 2.2 | Where there was little or no interest in job:* Did the advertisement bring out NHSBT’s benefits e.g.:
* Final salary pension
* Childcare
* Flexible/family friendly working
* Training and career development opportunities
 | * Attach copy of advertisement
* Attach copy of Job Description and Person Specification
 |
| 3. | Are NHSBT pay rates competitive?What is the market rate for the post – What is the difference between the mid point of the payband and the market rate? | * Attach pay data obtained
 |
| 3.1 | If the market rate lower or equal to NHSBT normal pay rates, what explanation is given for recruitment problems? |  |
| 4 | Is the difference between NHSBT rate of pay and the market rate likely to be short or long term? | State the reasons for this |
| 5 | What would be the impact on NHSBT if no RRP is applied | Provide information to support the impact |

Recruiting Manager (print name): ………………………………………………………

Recruiting Manager (signature): ………………………………… Date…………………

HR (print name): … ……………………………………………………………

HR (signature):… … … … … ………………… … … .Date……………………

Director/Managing Director (print name)……………………………………… …………

Director/Managing Director (signature)… … … … … … … …Date… … … …. … …