

Healthcare Assistant Recruitment Schedule and Resources Required

Activities and Timings

Activity	Time for each activity
Session Tour	30 min
Read Local info sheet	10 min
Completion of Feedback Questionnaire	10 min
Total	50 min
Interview	30 min

Note – candidates to be invited in pairs to attend for the tour and activities

Example Schedule for tour, activities and interviews to be held on same day

These can take place morning, afternoon and evening dependent on your teams availability and the session venue

Candidate	Tour and Activities	Interview
Candidate 1	12.30 to 13.20	13.30
Candidate 2	12.30 to 13.20	14.00
Candidate 3	13.30 to 14.20	14.30
Candidate 4	13.30 to 14.20	15.00
Candidate 5	14.30 to 15.20	15.30
Candidate 6	14.30 to 15.20	16.00
Break	15.30 to 16.20	16.30
Candidate 7	16.30 to 17.20	17.30
Candidate 8	16.30 to 17.20	18.00

Recommended Numbers to interview

- For 1 appointment recommend 6 to 8 shortlisted
- For 2 appointments recommend 8 to 12 shortlisted
- For 3 appointments recommend 12 to 16 shortlisted

Resources Required

- At a session venue with availability of a room to hold interviews
- 3 colleagues – 2 for the interview panel and 1 to welcome, undertake tour/activities and arrange for copies of documents
- Copies of recommended interview questions note taking template – sufficient copies for panel to take notes
- Copies of Candidate Session Tour Checklist and Candidate Tour – Feedback Questionnaire
- Copies of Candidate Interview Checklist and Outcome form (for noting documents checked and confirming successful candidate(s)), template for certified copy of identity documents (all available on [People First](#))
- Interview pack for panel (available from NHS Jobs) and Interview Assessment form
- Copies of team information sheet (sufficient for one per candidate)