

Date: October 2018

Top Tips for BD Recruiting Managers

Advertising and Approval

1. **Don't delay:** Don't wait until your leaver has left the organisation before starting the recruitment process. As soon as you receive the resignation in writing, complete the recruitment request form, making sure that the person named as the recruitment contact is the person responsible for actioning the recruitment.
2. **Do you need to advertise externally:** Ask your existing colleagues if they wish to increase their hours, or do you have any Team Assistants (bank) interested in the Donor Carer role? Have you any reserves from a recent selection day (within 3 months). You may find that you do not need to recruit externally, you will still however need to complete a recruitment request.
3. **Involve Your NCQ Team Colleagues:** If your vacancy is for a Collection team employee you will need to involve the NCQ team so that they can ensure they have the resources to plan in the training. For some roles there is a rolling cohort training programme and with early identification the NCQ team can ensure your new recruit is slotting in without any unnecessary delay.
4. **Make it attractive:** In your advert, include details of any payments for enhancements and unsociable hours and make sure the hours required are clearly stated e.g. 2 or 3 extended days per week (including weekends), rather than 59.25 hour per fortnight.
5. **Provide full information:** Make sure that your advert is specific about the team area, and whether it is mobile or clinic based. It is also helpful to include the date and location for interview so that your candidates can make arrangements to be available in advance.

Shortlisting

6. **Consider shortlist numbers:** Keep the number of shortlisted candidates for Donor Carers and Team Assistants to a reasonable number e.g. no more than 6 to 8 candidates for one appointment.
7. **Use NHS Jobs application questions:** These provide you with more information about the candidates' experience, behaviours and values and will assist you with your shortlisting.
8. **Do not shortlist alone:** Remember that a minimum of 2 people need to be involved in shortlisting – so get Donor Care Supervisors and/or other nursing colleagues involved. This is important to protect you from any claims of discrimination.
9. **Remember to identify reserves:** Select reserve candidates when shortlisting as your recruitment contact will invite them to interview if any of your other candidates withdraw – this will however depend on the amount of notice.

10. **Feedback Policy:** Our policy is similar to other organisations, as we do not give feedback to non-shortlisted applicants.

Interviews

11. **Think about timing:** By holding your session tour and selection day on the same date there is no longer a need for a gap between the two events so it will reduce the overall time taken to recruit. It may also be helpful to the candidate as they may find it difficult to get time off work for both days.
12. **Copying and verifying documents:** Use the template for certified copy of identity documents available on People First and photograph the documents provided by the candidate on a mobile phone or an Ipad. You must ensure that these are deleted after emailing them to your recruitment contact.
13. **Include a nurse on your panel:** You **must** have a nurse on your interview panel when recruiting for nursing roles

Starting Arrangements

14. **DBS Checks:** If the DBS Check is delaying a start date, you can proceed without it provided the candidate is happy to do so, and you sign and return the supervision risk assessment form supplied by your recruitment contact. This risk assessment is to confirm that your new starter will not work without supervision until a satisfactory DBS has been received.
15. **Be prepared:** You do not need the new employee's Assignment Number, or to wait until they have started to arrange equipment and access. Being prepared and organising key things before they begin will ensure a smoother start. See what you can do in the [New Starters](#) section of People First.
16. **Pre-meet:** Ensure you are part of the pre-meet ahead of your new recruits start date. This meeting is to plan the training schedule and expectations and involves the NCQ team, the identified mentor (nurse) and you.