

Top Ten Tips for Reducing the Time Taken to Recruit



1. **Work in partnership with your recruitment contact.** Your recruitment contact will work with you throughout your recruitment so please keep them updated with progress and contact them if you have any queries or concerns.
2. **Start the process as soon as possible.** 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.
3. **Plan key dates.** Think about key dates (such as your selection day) in advance and have these ready for your commissioning meeting. Make yourself available as soon as possible.
4. **Appoint a deputy.** Appoint a deputy who is able to act of your behalf in case you are not available, for example due to planned or unplanned absence.
5. **Give candidates notice.** Include key selection/interview dates in your recruitment advert so that your candidates have advance notice of these.
6. **Review applications whilst advertising.** Review any received applications via your NHS Jobs account whilst the advert is still live, so shortlisting can be finalised as soon as possible after the closing date.
7. **On going contact with candidates.** Contact your successful candidate(s) immediately after the interview and maintain regular contact before their start date.
8. **Return your recruitment documentation.** As soon as your successful candidate(s) have accepted, return all the recruitment documentation to your recruitment contact, who will then send out a provisional offer letter and start pre-appointment checks.

9. **Agree the start date.** Once your recruitment contact has confirmed that all of the pre-appointment checks have been satisfactorily completed, agree a start date with your candidate and let your recruitment contact know. If the DBS Check is delaying a start date, you can proceed provided the candidate is happy to do so, and you sign and return the supervision declaration provided by recruitment.

10. **Be prepared for your new starter.** You do not need the new employee's Assignment Number, or to wait until they have started to arrange equipment and access. Being prepared well 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.