



# Recruitment Hub

Our recruitment hub offer



# Introduction

- The Sutton Recruitment Hub (SRH) is offering a three-option recruitment service to assist practices to appoint the best candidates to any clinical or non-clinical vacancies. We have good local knowledge of Sutton practices and the roles working within them. We know that recruitment is a very time-consuming process for practices and the idea is to leave the Partners, Practice Managers and other recruiting managers free to define the skills and experience they need and concentrate on selecting the best person to appoint, while leaving SRH to organise the rest of the process.

# Our Recruitment Packages

Tiered packages of support to suit your need





# Our Recruitment Packages

## Bronze Package

£300 per recruitment round

- Planning and briefing meeting with the practice
- Job description creation and person spec creation/review
- Vacancy advertised on your behalf
- CV Shortlisting
- Direct targeted communication relating to suitable training hub activities for ongoing recruitment

# Our Recruitment Packages

## Silver Package

£950 per recruitment round

- Planning and briefing meeting with the practice
- Job description creation and person spec creation/review
- Vacancy advertised on your behalf
- CV Shortlisting
- Phone Interview
- 1 week pre-induction on EMIS and Sutton before starting
- Guarantee of space on all relevant training for role from training hub for first 12 months

# Our Recruitment Packages

## Gold Package

£1750 per recruitment round

- Planning and briefing meeting with the practice
- Job description creation and person spec creation/review
- Vacancy advertised on your behalf
- CV Shortlisting
- Phone Interview
- Face to face interview, with or without practice representation
- Facilitation of job offer and contract
- Requesting references on behalf of the practice
- 1,3,6 month review support
- 1-week pre induction on EMIS and Sutton before starting
- Guarantee of space on all relevant training for role from training hub for first 12 months
- If the process is unsuccessful in identifying a suitable candidate, we would run the process again for no additional cost.

# Key Feature details



# Planning and Briefing Meeting

An initial briefing meeting will be held virtually with suitable representatives from the practice to get a good understanding of the business; the way it works, the sort of person needed and includes

- Setting out the role, job scope and responsibilities
- Advice and guidance on creating a suitable job description and person specification
- Guidance on appropriate terms and conditions, in particular, salary level and benefits
- Advice on best recruitment practice, including avoiding any form of discrimination



# Advertising

- Draw up the recruitment advert for approval
- Prepare information about the practice, the person sought and the post
- Place the advert on Indeed and NHS Jobs (or other sites where suitable for the role sought)
- Receive and log all applications and summarise these onto a template for ease of assessment
- Draw up a shortlist of candidates for further consideration depending on package selected

# Interviews

Depending on the package selected -

Silver;

- Organise and arrange the telephone interviews with those shortlisted to create a final shortlist to share with the practice

Gold;

- Agree with the practice who will sit on the face to face interview panel
- Agree with the practice questions and scenarios for the face to face interview panel (incl scoring and interview notes)

# Additional Support

- Give advice on the construction of the offer, on making the offer and obtaining confirmation of acceptance
- Provide a draft offer letter for the practice to use/adapt
- Provide draft reference request forms and issue to referees ensuring at least 2 acceptable written references a minimum for the practice
- Support the practice with 1, 3 and 6 month review meetings/reports to ensure satisfactory completion of the probation period or agree that probation period needs extending

# Silver & Gold Package Induction

Helping your recruits to hit the ground running from Day 1 in your practice





# Induction

Our induction is designed to ensure that as soon as your newest team member walks through your practice door for their first day they are confident and competent to be part of the team and start supporting the practice working. We will cover;

- EMIS Training Relevant to their role
- All Statutory & Mandatory Training **Completed**
- Enrollment onto all necessary platforms like GPteamnet, AccuRx and ELFH
- Introduced to Practice Policies

# Comparative Services



# Comparative services

**These offers of other similar services are comparable to our Gold Package**

- First Practice Management (Mainly aimed at recruiting management)
  - £4750 + VAT
- Practice Index
  - £4500 + VAT