

Recruitment FAQs

1. Where are internal vacancies advertised?

Internal vacancies are advertised in the following locations:

- On the Intranet under [Current Vacancies](#)
- On [Health Jobs UK website](#) (TRAC) – jobs will be marked as internal only
- On [NHS jobs](#) – jobs will be marked as internal only
- In the weekly staff newsletter

2. How can I advertise a vacancy?

You will firstly need approval via the WAP process, prior to recruiting. WAP forms can be downloaded from the [forms](#) section of the Intranet.

Further information on the WAP process can be found on the [Intranet](#).

Once the WAP form has been approved, please contact the recruitment team at nelcsu.recruitment@nhs.net ensuring that the [Recruitment and Selection policy](#) is adhered to.

3. Do I need to advertise my vacancy internally

Yes, all vacancies must be advertised internally for a minimum of two weeks in the first instance.

4. Which policy can I refer to for further information on recruitment?

Please refer to the [Recruitment and Selection policy](#)

If your query is not covered by the policy, please contact your relevant [HR business partner](#).