

A Snapshot of our Process

Conditional Offer



Once you verbally accept an offer of employment, you'll receive a Conditional Offer letter detailing what you need to do to get your pre-employment checks underway. You should ensure you read this in full and take forward requested checks to allow us to start processing your paperwork.



References

We will issue reference requests to your nominated referees. One of these will need to be a satisfactory reference from your current or most recent manager.



ID Checks

You should present all required documentation as detailed in your Conditional Offer letter, so we can confirm your identity and eligibility for the role.



Pre-employment Checks What happens now?

We have different processes for internal staff moving posts, those engaged through agency or working outside the HSCNI, as well as appointees moving between Trusts - so not all candidates will need to complete every check. Your Conditional Offer letter will explain those you need to complete.



Access NI & Occupational Health Assessment

For certain roles, you will need to complete an Access NI application and you may need to be assessed by one of Occupational Health departments. If this is required, it will be explained in your Conditional Offer letter.

Final Offer of Employment

Upon successful completion of all required pre-employment checks, you will receive a Final Offer letter. At this stage, your new manager will be in touch to agree a start date, and you will be free to hand in your notice if you're currently employed.



While we aim to get you into post as quickly as we can, pre-employment checks usually take 4-6 weeks to complete. Please read your Conditional Offer letter to see how you can help get your checks underway.



Business Services
Organisation

Recruitment Shared Services

Delivering recruitment services on behalf of the HSC