RECRUITMENT

The Recruitment Process

The company recruitment processes have been separated into the following steps:

- Identify a need
- Preparation and initial documentation
- Advertise a vacancy
- Shortlisting
- Arranging and conducting interviewing
- Post Interview safeguarding checks, eligibility to work in UK, references
- First working day and induction
- Shadowing of clinic/office
- Training in clinics with senior sonographer
- Training in office on reporting/registering systems

Employment Checks

At interview candidates will be asked to provide the following documentation which

will need to be verified and copied by the HR Manager:

- ID check
- Relevant Qualifications
- Relevant memberships or registration
- Proof of the right to work in the UK
- Confidentiality form is signed
- Appropriate written references received (must include most recent employer and cover a three year period)

Induction process

- Access to staff manual
- Phased commencement of work, shadowing experienced staff member
- Training on relevant systems
- One to one contact