



NEU Professionals

INTERNATIONAL HEALTHCARE RECRUITMENT

First name(s):

Surname(s):

Trust:

Recruitment Manager:

1. Initial contact from candidate.

Actions required:

Review the submitted documents & make suggestions for improvements

Date:

Request any missing documents (CV, passport, English language certificate, nursing diploma, transcripts of training, registration licence(s) etc.)

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Supply the candidate with NEU's "On-boarding Guide"

2. First introductory video call

Advise the candidate that all our calls are recorded for training and audit purposes.

Confirm that the following was discussed:

Candidate's personal, family, social and professional needs, aspirations and preferences for relocation

Date:

Eligibility:

HCPC & Visa

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Ability to provide all required pre-employment checks

Candidate's availability and suitable timescales

POEA requirements (if applicable)

Benefits, advantages, difficulties, risks and challenges of relocating to a foreign country

NEU's free (no fee) services, support and pastoral care

Specific offers candidate may be suitable for

Candidate informed that maternity/paternity benefits are not available until 1 year of NHS service has been completed



3. Interview preparation

Following the intro call if the candidate is deemed to be suitable, conduct an interview preparation call and discuss the following with the candidate:

1. Further information about the Trust the candidate is applying to, the geographical area and the relocation package the Trust is offering
2. Job Description & Person Specification of the role applied for
3. Interview Preparation Bullet Points (including information regarding VBI)
4. Example interview questions
5. Sample clinical scenarios
6. Good Practice for Drug Calculations Baxter for practice ahead of the interview (if needed)
7. Practical interview tips i.e. dress code, ensuring good access to WiFi, tidy and quiet environment that will allow candidates to focus on the interview only etc

Date:

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Follow up with an email to provide further information on the above

4. Written Tests

Depending on the Trust's requirement facilitate in a secure and compliant manner written testing via video call. Ensure that:

The call is recorded via Teams and stored safely within the specific folder on SharePoint

Date:

The test paper is only shared with the candidate during the call (not beforehand)

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Candidate is alone and visible to you at all times

Candidate has no access to their phone (a simple calculator is permitted) or any other media that would offer unfair advantage in answering the questions and jeopardise the test's compliance

The test is emailed to us immediately upon finishing within the agreed timescale and whilst you are still on the call with the candidate

Once the test is complete thank the candidate for their time, offer reassurance and any further guidance required at this stage (i.e. interviewers names, if known, the video call contact details that will be used during the interview etc.)



5. Pre-Interview

Link up with the candidate 30 minutes ahead of their interview via video call to ensure the connection is satisfactory to undertake an interview and that the environment candidate is in is suitable

Date:

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Suggest changes/adjustments if required or reschedule the interview if necessary

Offer comfort, reassure and calm the candidate

Remind them to smile and ask questions if they have any

6. Post-Interview. Training materials.

Congratulate the candidate or offer feedback if unsuccessful

Date:

Discuss further steps, procedures and approximate timescales

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Conditional Offer Letter to be issued by the Project Manager

Deliver by email the following:

- Trust's maternity/paternity policy
- Accommodation details

Recommend the candidate joins our FB group to engage with other successful candidates and shares experiences

Ask for friend recommendations / introductions for further interviews



7. HCPC Account

Contact the candidate (via email or video call) to:

Offer assistance in setting up their HCPC account and submitting all required documentation in the correct format

Date:

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8. Pre-Employment checks

Provide (via email):

- Our Pre-employment Checks Guide
- Relevant Trust specific templates and forms for completion

Date:

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Collect referees details and send reference request forms

Advise of documents required to support CoS and Visa applications and verify them

Agree on a timescale for delivery of all documents and set a provisional start date

9. Visa

Once all pre-employment checks have been collected and verified and CoS received contact the candidate via video call to assist them with Visa online application form.

At this stage assist the candidate with the following:

Check COS thoroughly

Check visa application in full

Provide a list/advice on what to bring to the UK and how to prepare

Date:

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10. Travel

Upon receipt of candidate's Visa discuss via video call:

Traveling arrangements / connections including inter UK travel

Date:

Pre-travel Covid test within the timescales required by specific airlines

Request a copy of the results and upload to candidate's file on SharePoint

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Any other additional vaccinations that may be required when connecting flights

Transit visas if applicable (particularly for candidates traveling via USA or Schengen zone)

Passenger locator form is completed by the candidate when required

Candidate stored our contact details safely

Candidate has copies of Hotel Quarantine / taxi booking confirmation as applicable

Recommend that the candidates download WhatsApp to enable communication whilst in transit and upon arrival in the UK as international phones are unlikely to work in the UK. Wi-Fi should be available at every UK international airport

Remind the candidates to store our contact details safely

Emphasise our on-going pastoral care and support

Ask permission to share their contact details with the other candidates joining the same induction to start building social support structure for all

Ask permission to share their basic details (name and date of birth) with the bank to enable booking of an appointment to open an account

Share by email:

- Travel tips guide
- The Stages on the journey of cultural adaptation



11. Arrival

Keep in touch with the candidate throughout each stage of their journey to ensure their safety and keep the relevant project managers informed of any issues or delays

Date:

Ensure the candidate reached their accommodation and are happy

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12. Arrival + 1 day

Ensure the candidate received their covid test and check on the candidate's emotional wellbeing

Date:

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13. Arrival + 3-7 days

Keep in touch with the candidate during their solitary self-isolation and provide any support required

Date:

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14. Arrival + 8 days

Ensure the candidate received their covid test and check on their wellbeing

Date:

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15. Arrival + 10 days

Check the candidate received their Covid test results and that there are no changes to their travel to the ultimate destination

Date:

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16. Arrival + 12 days

Follow up to enquire how they are settling in their new accommodation and assess the candidate's general feel good factor

Date:

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17. Arrival + 14 days

Ask for initial feedback on the recruitment process to date and a Google review

Date:

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18. Arrival + 30 days

Request feedback from the first month in the UK and working for the Trust

Date:

Do they feel that they receiving sufficient training and support?

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What are the three best things they've identified in their new life?

Are they currently facing any challenges we can assist with?



19. 30 days (and every month for 6 months)

Contact the candidate to check how they are settling in and adapting

Date:

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Contact the candidate again **every month for at least 6 months** to check on their wellbeing

Date:

Date:

Date:

Date:

Date:

Date:

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