

Executive Summary

Effective Recruitment



This **Executive Summary** will provide you with a concise summary of the key information contained within this segment. It aims to assist you in instigating internal discussions, learning workshops and action plans, to not only help you to understand your current ESR usage, but to also equip you with the knowledge of the complete ESR solution, and how its functionality can support you in meeting your business challenges.

‘The NHS Five Year Forward view reminds us that **‘Health care depends on people — nurses, porters, consultants, and receptionists, scientists and therapists and many others. We can design innovative new care models, but they simply won’t become a reality unless we have a workforce with the right numbers, skills, values and behaviours to deliver it’.**

To ensure you are able to successfully meet continued service demands and take advantage of the increasing number of newly qualified nursing and medical graduates, you will be evaluating your workforce strategy to be in the best possible position to attract new talent into your future. Are you best placed to ensure recruitment of the right employees, into the right positions, at the right time, and do so as efficiently as possible, without compromising standards and safety? **Are you aware of how ESR can support you in doing this?**

Business Challenges

ESR is a data rich environment, providing you with the workforce intelligence to assist you in providing effective recruitment.

1. Are your recruitment activities putting you in a strong position to attract the workforce you need?
2. Do you know where you recruit/attract applicants from?
3. Do you have an understanding of your current organisation’s establishment, vacant positions, and approved vacancies?
4. Has your organisation reconciled ESR to your financial ledger as per Carter’s Recommendation 12?
5. Is your organisation actively involved with the regional/national streamlining programmes?
6. How does your organisation record and monitor mandatory employment checks such as Disclosure and Barring Service (DBS), Professional Registration, and Right to Work?
7. How do you monitor mandatory employment checks once the applicant is an employee? Do you use the automation and interfaces in ESR to help you?
8. Do you have sufficient information to enable you to proactively recruit in response to workforce trends and changes in service needs?
9. Are you able to respond to Sustainability and Transformation Plans (STP) in your area, in relation to workforce needs to meet service demands for now and the future?
10. Is your on-boarding process quick and efficient, getting your new recruits into the workplace as soon as possible?
11. How do you ensure your new starters do not repeat mandatory training when moving to your organisation, if their training is still valid?

How can ESR support my business challenge of providing effective recruitment?

ESR supports organisations by being a key enabler to maximise system productivity and efficiencies at a local, regional and national level.

Organisation & Regional perspective:

- Ability to achieve a clear view of your organisations establishment, vacant positions and approved vacancies to enable proactive recruitment.
- Ability to mobilise workforce information to respond to regional Sustainability and Transformation Plans.
- Ability to fully utilise the new starter journey from application to start date, thereby enhancing the applicants experience and organisational process to reduce time-to-hire.

National perspective:

- Supports the NHS Five Year Forward View in supporting a modern workforce through effective workforce planning.
- Is the master workforce system identified by the National Streamlining Programme, supporting projects such as Doctors in Training and the Mandatory and Statutory Training Programme to aid the movement of staff.
- Supports the draft National Workforce Strategy and the Carter review recommendation 12, which states ‘Trust boards ensuring that ESR is reconciled to the financial ledger on a weekly basis’.

Talk with your regional NHS ESR Account Manager or ESR Functional Advisor

The NHS ESR Programme Team is here to support and guide you with the ESR workforce solution.

- Use this tool as a guide for your meetings/learning workshops
- Offer advice and support on all ESR functionality
- Produce your **ESR Annual Statement**, which gives you an assessment of your current ESR usage, including recommendations for system optimisation.

How can ESR help me in meeting the financial challenge?

Greater efficiencies are possible through full implementation of the ESR system. By maximising your use of specific ESR functionality your organisation you will gain greater efficiencies across the whole solution, which will in turn benefit the whole of the organisation and your workforce.

Through utilising ESR Recruitment, the e-recruitment interface, Junior Doctors interface and pre-hire Inter Authority Transfer (IAT) functionality you will gain the benefits of an automated system, thereby significantly reducing duplication of data entry, reduce your time to hire and increase productivity and efficiency of back office functions.

Cost Improvements:

- Minimising the time to hire will result in a reduction in expensive agency and temporary staffing cover.
- Use of e-Recruitment Interface and Junior Doctors Interface will vastly reduce the amount of administration effort required by removing duplication of data input.
- IAT at the pre-hire recruitment stage has the potential to reduce the administrative time and effort required within the recruitment process for NHS-to-NHS staff movements.
- Early contractual data such as Continuous Service Dates (CSD) and service history is available pre hire via the IAT process; ensuring correct salaries are paid as early as possible.
- Reduction in the duplication of training required at the hiring stage through the portable training record.
- Reduction in the duplication of Vaccines & Immunisations required at pre hire through the portable Occupational Health record.

Service Improvements:

- Filling vacant posts with the correctly skilled people will result in a safer environment for your patients and your employees.
- A streamlined recruitment process will result in a better experience for the applicant and your future employees.
- You can tailor your corporate and local induction, giving new team members an efficient and complementary on-boarding experience to your organisation.
- Ability to monitor and report on vacancy levels through the use of establishment control, thereby maximising control of associated spend.
- Business Intelligence supports workforce planning reporting and the ability to identify hot spots to allow for a targeted recruitment approach.
- Improve the recruitment experience for new starters.

What do I need to do?

Evaluate...

Understand your current ESR usage to identify areas for increasing productivity and efficiency within your recruitment function.

- Do I understand my organisation's full end to end recruitment process?
- Is our financial ledger reconciled with ESR?
- Have we asked our applicants about their experience of our recruitment process?
- Does the Recruitment Team(s) run the Inter Authority Transfer (IAT) process at both the pre hire and hire stage?
- Do we actively promote access to ESR Self Service during recruitment campaigns, so as to attract potential applicants?
- Do we give our applicant's access to Self Service to undertake any e-Learning prior to their start date?

For more questions, click on 'Start a Conversation' icon within the Effective Recruitment segment of the Discover Your ESR tool.

Consider...

Understanding your recruitment function within the wider organisation landscape, will help to ensure you deliver a responsive and effective service for the present day and for the future.

- What are the challenges we face in delivering an effective recruitment service?
- Do our corporate teams meet on a regular basis to understand system and process interdependencies and address impacts appropriately?
- Have we aligned our recruitment activities and organisation Induction in line with the national streamlining programme activity and expectations?
- Are our corporate teams aware of ESR system developments?
- Within our local STP have we evaluated ESR against their plans for future workforce models in our region?

Take Action...



Meet with your Recruitment / Medical Staffing / L & D / Occupational Health leads



Meet with your Assistant HR Director / Head of Workforce / ESR Lead

For a suggested list of questions and subject areas for discussion, please re-visit the Discover Your ESR tool.

How to achieve maximum efficiencies

Understanding the connectivity of all the functionality within your ESR, will help you identify how you can make the workforce management solution work for you in order to meet the business challenges of effective recruitment. By utilising all the functionality you will gain maximum benefits to your back office functions, enabling your managers and your workforce to achieve overall benefits to them and to the organisation. To gain a greater understanding of how to fully optimise the solution, click on the 'System Optimisation' icon within the Effective Recruitment segment in the Discover Your ESR tool.

