

Recruitment – What is Expected of a Lay Representative

PRE-INTERVIEW/SELECTION CENTRE

Familiarise yourself with the specific specialty and the processes (both local and national) encompassed within it.

Details can be found on the following pages of the PGMDE website:

- Postgraduate Schools - <http://www.yorksandhumberdeanery.nhs.uk/>
- Recruitment - <http://www.yorksandhumberdeanery.nhs.uk/recruitment/>

You may also find the information contained on the Oriel national recruitment portal useful for these purposes: <https://www.oriel.nhs.uk/Web/>

INTERVIEW/SELECTION CENTRE

- Arrive promptly in accordance with defined times
- You will be provided with a pack for the day containing all the relevant details (timings, etc.)
- Observe behaviours of candidates, interviewers and HEYH staff
- Try to observe as many of the stations as possible during the day

EXPECTATIONS

- If you have any concerns about anything you observe please feed this back to the Clinical and Administrative Lead at an appropriate time, i.e. a break
- Similarly if you have any questions or feedback you feel needs to be provided with immediate effect, please feed this back to the Clinical and Administrative Lead at an appropriate time, i.e. a break
- Please advise one of the administrators in advance when you are going to observe a station to ensure there is no disruption to the timings and process

AFTER THE INTERVIEW/SELECTION CENTRE

- Fully complete the feedback form provided by Sue Grange
- Contact the Clinical and Administrative Lead if you have any further specialty specific feedback. All suggestions for development and improvement are welcome, but obviously these need to be in accordance with the parameters that we work to centrally, i.e. National and College processes, staffing, resources, etc.

- You may be consulted for feedback and comments in the future in relation to any complaints that are received from candidates by HEYH.

FURTHER DETAILS

- Further details about the HEYH Lay Representative process can be found at the following page of the website:

<http://www.yorksandhumberdeanery.nhs.uk/layreps/>

Please contact Sue Grange for log-in details for this part of the website if you haven't already been provided with these.