

Guidelines for Hospice User Group (HUG) members involvement in staff recruitment and selection

Introduction

LOROS values the experience and expertise of our HUG members and wishes to strengthen the patient/ carer voice in the recruitment of key staff. This will help to ensure that the right candidate is selected to uphold our values.

If deemed appropriate for the post, the opportunity to participate as an interview panel member will be shared with members of HUG.

Recruiting managers responsibilities

- The request for a HUG member to be involved in the interview panel should be sent to the Patient Experiences Leads PA as soon as the interview date has been set. This will allow enough time for a HUG member to be found. Interview dates are usually stated in the advert therefore the date can be forwarded to the PA well in advance of the interview. Once a HUG member has been found, the **recruiting manager** will be informed by the Patient Experience Lead PA.
- The HUG member will be contacted prior to the interview to discuss the following:
 1. Format of the interview
 2. Questions
 3. Pre-meet time, venue, time commitment of the day
 4. How many interviewees
 5. Other panel members
 6. The Job description, person specification, will be emailed ahead of the interview.
- Feedback on the appointment offer following interview

Role of the HUG member

- Agree with the Recruiting Manager who will ask what questions, from the pre-set questions
- Feedback to the panel their thoughts and notes made during the interview
- Recognise the staff panel make the final decision on the appointment offer