

## For staff: Checklist to help you involve people/service user in recruitment and interview

### Before involvement:

- Decide where and how to approach patients to be involved
- Ask patients to be involved e.g Write to them, poster/flyer, go to a community group
- For those interested, discuss the ways to be involved ([see patient/people checklist](#))
- Gain signed consent and confidentiality forms
- Offer training and support needed to be involved
- Decide timeframes and how you are going to work alongside each other – see options table below
- Confirm ways to communicate with the patient/person e.g. email, face-to-face, via call.

### Check list based on the different ways of involvement:

Commenting and editing Job description and/ interview questions:	Welcome candidates on the day of the interview:	Interview panel:	Induction:
Confirm how the patient/person will contribute in designing the job description and forming the interview questions.	With the patient/service user confirm location, timings, and travel/parking	<b>Before the interview</b> <ul style="list-style-type: none"> <li>• Confirm location, timing, and travel/parking</li> <li>• Send interview pack with candidates' application forms and interview questions</li> </ul>	Confirm with the patient/service user on they want to be involved – creating the induction pack and resources or/and co-run the induction with you. E.g. create video, biographies, design induction pack
Decide on realistic timeframes with the patient/service user	Provide an orientation of the department, leaflets and information about your service beforehand	<b>During the interview</b> <ul style="list-style-type: none"> <li>• Provide pen and interview packs</li> <li>• Take regular breaks and refreshments/food</li> <li>• Checking in throughout the interview on how they feel and how is going</li> </ul> <b>After the interview</b> <ul style="list-style-type: none"> <li>• Debrief</li> </ul>	Arrange how to you will do this

### After involvement:

- Provide reimbursement and recognition forms
- Thank them for their involvement
- Inform them of the outcome/successful candidate