

Associates recruitment process

Advertising

All GMC associate roles are advertised on our vacancies page <https://jobs.gmc-uk.org>. We also advertise our roles externally through other media platforms, for example the BMJ, Guardian, social media and a range of networks.

Every role that is advertised will have an accompanying document that provides key information about the associate role and key experience and skills required. Guidance notes are also available for candidates.

We hold an expressed interest list and provide updates when we are recruiting new associates. A request to be added to this list can be emailed to associateservices@gmc-uk.org

From time to time we may circulate vacancies to existing associates only or co-opt associates into roles where we are looking for a particular specialism which we are struggling to recruit.

Application process

In almost all cases, we ask that an application form is completed using our online system. The application contains two sections. Part A and Part B. Our shortlisting process is anonymous so the information that is provided in Part A will not be given to the shortlisters. The shortlisters will not be given a candidate's name or other personal details, nor any of the information from the diversity monitoring section, nor details of any criminal convictions.

The information that is provided in Part B includes information relating to qualifications, previous employment, reason for applying for the post, and meeting the key skill requirements - this information will be used for shortlisting.

For some roles we will ask candidates to submit a CV and covering letter. Personal information provided on a CV and/or covering letter is anonymised. The shortlisters will not be given a candidate's name and other personal details, nor any of the information from the diversity monitoring section, nor details of any criminal convictions.

It is essential that those appointed as GMC Associates have a certain standard of conduct and probity. Applicants are therefore asked to provide information about cautions, criminal convictions, disciplinary, financial proceedings, disqualifications and other matters in Part A.

We are fully committed to making our recruitment process accessible. There is an opportunity for candidates to outline the adjustments they require on their application form. However, if candidates have specific access requirements, they can also call us to discuss on 0161 923 6627 or at associaterecruitment@gmc-uk.org. We can make adjustments needed, such as an application form in an alternative format, an induction loop, or provide a lipspeaker or sign language interpreter for a candidate at the interview.

Shortlisting

Our shortlisting process is anonymous. We shortlist the applications we receive to determine suitable candidates to invite to the next stage of the recruitment process.

In almost all cases, the shortlisting panel is usually made up of the operation lead of the role applied for and either another member of that section or someone from the Associate Services team.

Shortlisters review each application form independently and determine whether candidates:

- meet the criteria set out in the information for applicants
- have a clear motivation for applying for the role
- have the relevant skills and abilities for the role.

All application forms will normally be shortlisted by the recruiting manager and another staff member within the department/section. The Associate Services team may also provide support with shortlisting if required. Once the shortlisting is complete scores are calibrated to ensure fairness and consistency.

Interview process

In almost all cases, if candidates are successful at shortlisting they will be invited to attend a competency based interview in either our Manchester or London office.

For some roles, candidates will be asked to attend a training/observation day/s rather than an interview prior to a decision being made on appointment.

Shortlisting and interview scoring

The scoring of application forms and interviews uses a scoring range of 0 – 3 for each key skill or question.

The table below details our criteria and the definitions for each score:

Score	Definition
0	No evidence that the candidate has displayed or understands the competency.
1	Some evidence that the candidate has displayed or understands the competency so they may have provided some reference, given a weak example or demonstrated some principles.
2	Good evidence that the candidate has demonstrated this skill. They will have covered or demonstrated the main points and where examples have been given they will have had a good level of detail and covered the key principles.
3	Extensive evidence that the candidate has demonstrated this skill. They will have covered or demonstrated the main points to a high level. Any examples given will have been very detailed and they will demonstrate a clear understanding of the key principles and wider impact.

Appointment process

Appointments are subject to satisfactory references, basic criminal background check and the appropriate right to work in the UK.

Medical associates must also be in good standing with the GMC including other medical regulators with which they might be registered with and be familiar and act in line with the principles set out in *Good medical practice*. This means they should have no recent fitness to practice actions, including warnings and undertakings. For some associate roles there is also a requirement to hold a license to practise. We review all applicant's fitness to practise history prior to appointment and undertake weekly checks to monitor this for existing associates.

If a candidate is unhappy with a decision made not to appoint them then they should outline this in writing to the associates services team, associateservices@gmc-uk.org.

Equality and diversity monitoring

Our ambition is to be a fair regulator, an inclusive organisation, and an employer of choice for the most talented people from all sections of society.

As part of this we monitor candidates' equality and diversity data across all stages of the recruitment process. This helps us in a number of ways, including enabling us to target our recruitment activities to ensure we are reaching groups that might be under-represented in our Associate pools, and also identifying trends for groups within our Associate recruitment process. The data you provide is optional and will be kept confidential, anonymised, and held securely in line with the General Data Protection Regulations. It will not be shared with the shortlisting and selection panel.

Quality assurance of the recruitment process

The associate services team quality assures the recruitment process to ensure consistency and compliance. They undertake between 10 – 20% random sample of applications at shortlisting and support on interview panels.

GMC staff involved in shortlisting and interviews are required to attend recruitment training prior to being involved in the recruitment and appointment of associates.

Induction and training

Appointed associates undertake a face to face induction programme to familiarise themselves with the work they will be undertaking, particularly key GMC policies and procedures that relate to their work. They also receive bespoke training tailored to their specific Associate role, on equality, diversity and inclusion (ED&I) and their role as decision makers in meeting our commitment to be a fair organisation. There is also additional material available through e-learning. We also provide associates annual (or for some roles biannual) refresher training. E-learning is also rolled out annually on data protection and information security.

Quality assurance of associates work

Many of our associate roles make important and independent decisions and within a legal framework. Operational areas will have quality assurance processes for decision makers, and this will vary depending on the area in which associates are working. For example, reviewing a random sample of decisions/cases, peer quality assurance, or monitoring and moderation of decisions. In the event that lessons can be learnt these are always highlighted to all associates involved in the decision.

Feedback is also a valuable way of reviewing our associates work. Associates are asked to provide feedback through the GMC's 360 degree feedback process. For example, at the

end of a panel hearing an Associate will be asked to briefly reflect on their own performance against the main competencies for the role. They will also be asked the same questions for two other associates that he or she has sat with, along with any relevant GMC staff member if there is one present.

We also undertake annual appraisals and training for most associates.

Where concerns are raised about associates, we have a framework to deal with such concerns.

MPTS associate recruitment

The Medical Practitioners Tribunal Service (MPTS) appoint medical and lay tribunal members and legally qualified chairs and legal assessors. You can find out more about MPTS associate roles [here](#). The Associate Services team support the administration and quality assurance recruitment process that MPTS manages.

Any questions

If you have any questions about our associates or are interested in working as an associate, please contact the Associate Services team on 0161 923 6627 or associateservices@gmc-uk.org

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