

*Developing people  
for health and  
healthcare*



# Recruitment to Specialty Training

2015 / 2016

## Recruitment to Specialty Training 2016

In November, applications open for specialty training posts starting in August 2016. An estimated 8,000 training posts will be advertised across the UK for the first year of core and specialty training (CT1/ST1).

### The recruitment timetables

Academic Clinical Fellowship recruitment	
Applications open:	Monday 12 October 2015
Applications close:	Monday 9 November 2015
Interview window:	Wednesday 11 November to Wednesday 23 December 2015
Initial offers out by:	Monday 11 January 2016
Hold deadline:	Friday 29 January 2016

Round 1 recruitment - CT1/ST1 for posts commencing between August and December 2016	
Advertisements appear:	Thursday 5 November 2015
Applications open:	Wednesday 11 November 2015 at 10:00hrs GMT
Applications close:	Thursday 3 December 2015 at 16:00hrs GMT
Interview window:	Monday 4 January to Wednesday 9 March 2016
Initial offers out by:	Thursday 10 March 2016 at 17:00hrs GMT
Hold deadline:	Thursday 17 March 2016 at 13:00hrs GMT
Upgrade deadline:	Thursday 24 March 2016 at 16:00hrs GMT

### Top tips for applying to specialty training

- Consider the likely level of competition for posts and be prepared to be flexible in your specialty choices. Competition ratios are available from the specialty training website [www.specialtytraining.hee.nhs.uk](http://www.specialtytraining.hee.nhs.uk)
- Ensure you read all guidance available, before commencing your application. Not all specialty recruitment processes are the same, so ensure that you read all guidance on the application process carefully. Further information can be found in the applicants guide on the specialty training website
- Check the person specification for each specialty that you plan to apply for to confirm that you are eligible
- All applications will be completed online through Oriel
- Register using an email account that you will have access to throughout the recruitment process. Most recruitment offices will correspond with you by email
- You should ensure that you regularly check your Oriel account in addition to your email account for any messages sent to you by recruiters to prevent any delays to your response
- Familiarise yourself with how to access the application form, the closing date for applications and ensure that you allow yourself plenty of time to complete your application. Late applications will not be accepted
- When completing your application, pay particular attention to demonstrating how you meet the requirements of the person specification
- Ensure that you are aware of any documents that you need to upload to your application. Where documents need to be uploaded, you will be unable to submit your application until this has been done. Do not wait until the very end of the application window to submit your application form.



Oriel

### What is Oriel?

Oriel is the UK-wide portal and recruitment system for post graduate specialty medical, dental and public health education and training applicants. Oriel enables applicants to register for training, view vacancies, apply, book interviews and assessment centres, and manage offers - all within a single, central location.

Whilst the previous recruitment phases relied on over 20 systems across England, Scotland, Wales and Northern Ireland, Oriel has introduced a centralised 'one-stop shop' system with an improved user interface and recruitment journey for applicants.

Oriel introduced:

- A single registration process: you only need one log-in for the entire recruitment year and only need to enter certain parts of the application once
- A site that lists all vacancies and enables you to apply to any given specialty in one place
- The ability to book and manage your interviews and assessment centres within one location
- Your own profile and status updates for each specialty you have applied to. This means that you are able to see when you have been longlisted, shortlisted, invited to an interview or offered a post
- The ability to choose to keep your registration profile throughout your training grade career to make your future applications process easier
- The Oriel website offers a whole range of frequently asked questions about the recruitment process.

## Preparing for your interview

- Interview notification will normally be received via your Oriel account and by email
- If you are required to book your interview slot online, make note of the booking deadline date
- If you require any adjustments to allow you to attend your interview, please ensure that these are communicated early to the lead recruiter. The likelihood of required adjustments being met is higher with the more notice that is given
- Ensure that you take all requested documentation with you to your interview. This will normally consist of personal identification and evidence of competences. A full list will be provided with your invitation to interview. Please ensure that where requested, you take the original document and requested number of copies with you
- Interviews and selection centres will require you to bring a hard copy of your portfolio of evidence. Please ensure that this is appropriately organised, allowing you to access the required evidence in a timely fashion during your interview
- Ensure that you arrive at your interview in plenty of time. Aim to arrive at least 30 minutes before the start of your interview slot time.

## What happens if I am made a training offer?

- Training posts will be offered to applicants based on interview and/or selection scores
- Not all applicants who reach the required standard at interview will be offered a post, due to the level of competition
- You will be given 48 hours (exclusive of weekends) to decide whether you wish to accept, decline or hold the offer. Offers that are not responded to within the 48 hour period will automatically expire and will be deemed to have been declined
- Only one offer can be held at any time; if you are holding an offer and choose to hold a different one, your original held offer will be automatically declined
- If you choose to decline an offer, you will receive no further offers from that specialty
- Applicants can accept or hold an offer that is not their first choice and still be eligible to receive a preferred rotation in the same specialty, should this become available at a later date
- All offers will be made through Oriel.



Further information can be found at [www.oriel.nhs.uk](http://www.oriel.nhs.uk)