**Checklist for New Posts**

All of the information listed below is required to process the new Job Description, if this information is not received, the paperwork will be returned and the completed paperwork will need to be submitted again. Workforce Solutions will not retain any of the incomplete paperwork.

Submissions should be sent to [alison.young3@lanarkshire.scot.nhs.uk](mailto:alison.young3@lanarkshire.scot.nhs.uk)

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Job Description submitted as a Word Document in correct format and font Arial Size 12 (if unsure please contact Workforce Solutions to request a Job Description template) |  |  |
| Job Description agreed with Partnership |  |  |
| Job Description agreed by Professional Lead |  |  |
| Job Description agreed by Head of Service |  |  |
| Is this replacing an existing Job Description? |  |  |
| If so, which Job Title & Job Ref? |  |  |

|  |  |
| --- | --- |
| **Job Advisor Contact Details** |  |
|  |  |
| **Management** |  |
| Name: | Telephone Number: |
| Title: | Base: |
|  |  |
| **Staff Side** |  |
| Name: | Telephone Number: |
| Title: | Base: |