

### **Vacancy definition**

A vacancy is any position that is currently with the recruitment team and being actively recruited to. This will include those going through pre-employment checks, up to the point of a start date being agreed. Once a start date has been agreed with both parties (i.e. manager and applicant) this will no longer be classed as a vacancy. Vacancies that are on hold by managers are not included.

### **Inclusions**

Includes vacancies on hold i.e. a requisition has stalled from active processing for one of the following reasons:

Candidate on maternity leave

Candidate pending qualification

Pending waiting list

Workforce supply - waiting list unavailable (pending further agreement on how to proceed)

### **Exclusions**

Excludes inactive vacancies i.e. a requisition where Recruitment Shared Services has been instructed to cease processing for one of the following reasons:

Held by Director / Manager

Vacancy control

Incorrect data

Workforce supply - advert / bespoke file

Redeployment

Internal restructuring