

## Recruitment & Selection Timeline

Timescales (working days - w/d) (weeks – wk)	Actions	Considerations
	<b># Prepare JD &amp; Person Specification for Grading and then entry onto Talentlink System</b>	
3 – 5 w/d	Approval by Exec,	
3 – 5 w/d	Approval by HR & Finance	<i>Additional time could be needed where redeployment candidates need to be assessed and considered</i>
5 – 10 w/d	Preparation of Advert .	<i>Advert needs to be reviewed by recruitment manager, final details confirmed, translations requested.</i>
5 – 15 w/d	Post Advert live for Applications	<i>Minimum advertising period is 1 week.</i>
5 – 10 w/d	<b># Shortlisting</b>	<i>Indicative timescale - driven by the Recruiting Manager / panel..</i>
5 – 7 w/d	Agree interview arrangements and write out to invite candidates.	<i>At least 5 working days notice should be given to candidates prior to their interview taking place.</i>
1 – 3 w/d	<b># Assessments &amp; Interviews.</b>	<i>Indicative timescale - driven by the Recruiting Manager / panel..</i>
1 – 3 w/d	<b># Verbal offer and notifying unsuccessful candidates (subject to pre employment checks)</b>	
1 – 3 w/d	Issue of electronic outline offer in Talentlink by HR (within indicative start date)	<i>Complete contracts are prepared following acceptance of electronic offer, should be issued no later than day 1 of employment.</i>
5 – 10 w/d	Request and receipt of references.	<i>Response times dependent on reference recipient.</i>
4 – 12 wk	New Starter in post	<i>Dependent on individual notice period &amp; DBS / Visa requirements (DBS – 1 -3 weeks to process) (Visa – 4 – 12 weeks depending on date of offer and requirements)</i>

**Note - Area marked with an # at the beginning in the above steps illustrate where timescales will vary and are dependent on the Recruiting Manager / Panel taking action to progress.**