**Timeline**

*Use the timeline to determine who does what and when*

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| --- | --- |
| Position |  |
| Organisation  |  |
| Line manager |  |
| Recruitment group |  |

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| --- | --- | --- |
| **Activity** | **When?** | **Whose responsibility?** |
| **Needs analysis and person specification*** Form the recruitment group. Who should be included?
* Conduct the needs analysis. When should it be completed?
* Who draws up the job descripton, when should it be completed?
* Who enters the information in the recruitment system, when should it be entered?
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| **Vacancy announcement*** Create the announcement, when should it be finished?
* Which advertising channels will be used?
* For how long should the vacancy be advertised (at least 2 weeks)?
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| **Selection process*** Who will go through the applications?
* When should the review of applicants be finished?
* How will you coordinate this?
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| **Interview planning*** How many candidates will you interview?
* When should the interview template be ready?
* How many interviews will be required?
* Will tests/work samples be used? When?
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| **Summary*** Go through the results of the interviews and any test results. When?
* Reference checking. Who? When will they be completed?
* Decide on who will receive an offer of employment and any ranking. When?
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| **Offer of employment*** Create a statement. Who, when?
* Allocate time for applications for a residence permit if employing an individual from another country. Who is responsible?
* Any period of notice
* The offer of employment is created.
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| **Start of employment** * Training/induction. When, who?
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