**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? |  |  |
| **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)? |  |  |
| **Selection process**   * Who will go through the applications? * When should the review of applicants be finished? * How will you coordinate this? |  |  |
| **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? |  |  |
| **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. |  |  |
| **Start of employment**   * Training/induction. When, who? |  |  |