

Indicative Timetable for Recruitment SH Learning and Achievement – Appendix F

Process	Date w/c	timeline
Spec provided to recruitment consultants on the PSL and tenders invited	complete	
Tenders assessed and one recruitment consultant chosen	complete	
Engaged recruitment consultants briefed on renewed search	12/10/15	Week 1
Recruitment consultants begin renewed search	12/10/15	Week 1
Closing Date for search	2/11/15	Week 4
Recruitment Consultants to longlist and start to sift	2/11/15	Week 4
Recruitment Consultants to provide Sifted list to LA	2/11/15	Week 4
LA (CE, and Corporate Director) to agree list of candidates to be longlisted	2/11/15	Week 4
Recruitment consultants with CE and technical adviser to conduct preliminary and technical interviews and arrange in-tray exercise with agreed long list of candidates	9/11/15	Week 5
Recruitment consultants and LA to produce report for members with recommended shortlist (5 days in advance)	16/11/15	Week 6
Appointment Subcommittee consider list of candidates and agree shortlist - Recruitment consultants to attend	23/11/15	Week 7
Candidates advised of outcome of Appointments Subcommittee and invited to final Selection process	30/11/15	Week 8
Day 1 of selection process- stakeholder panels and any other assessments to be decided upon Recruitment consultants to provide a report on each candidate as a result of the day's processes to be reported to members on day 2	7/12/15	Week 9
Day 2 of selection process – Recruitment consultants to brief members on process to date. Candidates to present and have final interview with members. Members Appointments subcommittee to agree who to appoint		
	7/12/15	Week 9
Opportunity for the Mayor and the Executive to object to the appointment (should there be any objection a further Appointments Subcommittee may need to be convened)	7/12/15	Week 9
Selected candidate offered position	14/12/15	Week 10