

## Indicative Timetable for Recruitment SH Finance and Procurement – Appendix

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Process	Date w/c	timeline	
Spec provided to recruitment consultants on the PSL and tenders invited	complete	Week 1	
Tenders assessed and one recruitment consultant chosen	19/10/15	Week 2	
Briefing provided to engaged recruitment consultants	26/10/15	Week 3	
Recruitment consultants begin campaign	26/10/15	Week 3	
Adverts and microsite go live for 3 weeks	9/11/15	Week 5	
Closing Date	30/11/15	Week 8	
Recruitment Consultants to longlist and start to sift	30/11/15	Week 8	
Recruitment Consultants to provide Sifted list to LA	30/11/15	Week 8	
LA (CE, and Corporate Director) to agree list of candidates to be longlisted	30/11/15	Week 8	
Recruitment consultants with CE and technical adviser to conduct preliminary and technical interviews and arrange in-tray exercise with agreed long list of candidates	7/12/15	Week 9	
Recruitment consultants and LA to produce report for members with recommended shortlist (5 days in advance)	14/12/15	Week 10	
Appointment Subcommittee consider list of candidates and agree shortlist - Recruitment consultants to attend	21/12/15	Week 11	
Candidates advised of outcome of Appointments Subcommittee and invited to final Selection process	21/12/15	Week 11	
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	<i>These 2 days may be managed in 1 day depending on number of shortlisted candidates</i>	4/1/16	Week 13
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		4/1/16	Week 13
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)	4/1/16	Week 13	
Selected candidate offered position	11/1/16	Week 14	