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| **Stage** | **Time Allotted** |
| **Planning for recruitment –** Job Description and Advert drafted and finalisedRecruitment Panel members selectedShortlisting and Interview dates confirmedRecruitment Strategy decided (including appropriate Finance approvals if there is to be paid advertising). | 2 weeks |
| Vacancy requested and authorised in the HR system for advert to go live | 3-5 business days |
| *Grading (if required)* | *10 business days (in addition to the vacancy authorisation process above)* |
| Advertisement period | Recommended 3-4 weeks, noting with the removal of the RLMT that a shorter recruitment exercise can be accommodated if timescales require it |
| Shortlisting | At least one full week from advert closing date |
| Interviews | At least one full week from date of shortlisting meeting  |
| Formal offer acceptance | 1-2 weeks (though can be up to one month depending on number of refused offers) |
| Visa application (if required) | 3 months. The process will be longer and can to take up to six months for candidates who require ATAS - <https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate>. **Note:** the visa process can only begin once the candidate is able to provide an academic reference from their PhD supervisor confirming that the thesis has been submitted. Please see our Visas Page (link to visa page) for more details. |