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| **Stage** | **Time Allotted** |
| **Planning for recruitment –**  Job Description and Advert drafted and finalised  Recruitment Panel members selected  Shortlisting and Interview dates confirmed  Recruitment 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 2-3 weeks, noting 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 longer depending on receipt of references and whether any initial offers are refused) |
| Notice period | Grades 1-5; generally one month  Grades 6-10; generally three months |