|  |  |
| --- | --- |
| **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). | 2-3 weeks |
| Advert set to go live | 1-2 business days |
| Advertisement period | Recommended 4-6 weeks to enable a comprehensive search process to take place |
| Shortlisting | Approximately 2 full weeks from advert closing date |
| Interviews | Approximately one month from date of shortlisting meeting |
| Formal offer acceptance and negotiations | Allow 1-2 months from date of interviews |
| Notice period and visa application  (if required) | Approximately 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>. |