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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). | 2-3 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>.  |