

Recruitment Timetable: Community Services Director

Date	
19 November 2012 (week commencing)	Appointment Sub Committee convene to ratify Job Description, Person Specification and selection process timetable Consultants appointed to partner Council throughout recruitment
26 November 2012 – 12 December 2012.	Role advertised. Consultants interview and test candidates undertaking an initial sift of candidates to produce a long list of credible candidates for consideration
18 December 2012	Short listing packs available for Appointment Sub Committee, to include application information, test results and Recruitment Consultant feedback.
07 January 2013 (week commencing)	Appointment Sub Committee convene to review long list, applications and recommendations. Appointment Sub Committee to agree a shortlist of those to be invited for interview.
14 January 2013 (week commencing)	Appointment Sub Committee convene to agree interview questions, interview candidates and make appointment decision.
21 January 2013 (week commencing)	Formal offer of employment made, once well founded objections process is complete.

NOVEMBER 2012							DECEMBER 2012							JANUARY 2013							
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4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			
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