

Chief Executive Recruitment timetable

| Activity | Date | Responsibility |
|---|-------------------------|---|
| Appoint recruitment consultants | By 17 July | Head of HR |
| Develop recruitment pack/microsite etc | Start w/b 20 July | Recruitment Agency |
| Sign-off recruitment pack/microsite, advert etc | 31 July | Recruitment Panel/Head of HR |
| Start of advert | 7 August | To note |
| Close of advert | 21 August | To note |
| Longlisting meeting | w/b 24 August | Recruitment Panel/Head of HR/Recruitment consultant |
| Shortlisting meeting | w/b 31 August | Recruitment Panel/Head of HR/Recruitment consultant |
| On line psychometric tests etc | w/b 7 September | Recruitment Agency |
| Assessment centre process | Late in w/b 7 September | Recruitment Agency |
| Final appointment interviews | w/b 14 September | Recruitment Panel/Head of HR/Recruitment consultant |
| Brief Appointment Sub Committee on the outcome of interviews | w/b 21 September | Recruitment Panel/Head of HR/Recruitment consultant |
| Appointment Sub-Committee recommendation to Full Council to approve appointment of Head of Paid Service | w/b 28 September | Appointment Sub-Committee |
| Offer of employment and agree start date | w/b 5 October | Head of HR |