

**Head of Service Recruitment Timetable 2012**

**Ring Fenced Internal Recruitment**

- |   |      |                            |
|---|------|----------------------------|
| 1. Employment Committee Decision          |      | 3 <sup>rd</sup> July 2012  |
| 2. Appointment of panel                   |      | 4 <sup>th</sup> July 2012  |
| 3. Two post holders advised of interviews |      | 4 <sup>th</sup> July 2012  |
| 4. Closing date for application           | noon | 13 <sup>th</sup> July 2012 |
| 5. Opportunity for cabinet objections     |      | 13 <sup>th</sup> July 2012 |
| 6. Short listing                          |      | 13 <sup>th</sup> July 2012 |
| 7. Cabinet responses                      |      | 13 <sup>th</sup> July 2012 |
| 8. Assessment Centre                      | AM   | 16 <sup>th</sup> July 2012 |
| 9. Interviews                             | PM   | 16 <sup>th</sup> July 2012 |

**Outcome 1**

- |                                |  |                            |
|--------------------------------|--|----------------------------|
| 10. Appointment made           |  | 17 <sup>th</sup> July 2012 |
| 11. Cabinet and staff informed |  | 17 <sup>th</sup> July 2012 |

**Outcome 2**

- |  |  |   |
|--|--|---|
| 12. No appointment proceed to external |  | 18 <sup>th</sup> July 2012                        |
| 13. Design and placing of advert       |  | 5 <sup>th</sup> September 2012                    |
| 14. Period for applications            |  | 5 <sup>th</sup> – 17 <sup>th</sup> September 2012 |
| 15. Short listing                      |  | 18 <sup>th</sup> September 2012                   |
| 16. Opportunity for Cabinet objections |  | 18 <sup>th</sup> September 2012                   |
| 17. Cabinet responses                  |  | 19 <sup>th</sup> September 2012                   |
| 18. Assessment Centre / Interviews     |  | 27 <sup>th</sup> -28 <sup>th</sup> September 2012 |
| 19. Appointment Decision               |  | 28 <sup>th</sup> September 2012                   |
| 20. Cabinet and staff informed         |  | 28 <sup>th</sup> September 2012                   |
| 21. Likely start timescale             |  | January 2013                                      |