Please note:
Days refers to working days

RECRUITMENT TIMELINE

	Best Case Scenario Timeframes – General Staff	Best Case Scenario Timeframes – Academic Staff	Variables
Complete and submit the Recruit Action form Prepare position description and advertisement	1 DAY	1 DAY	• Incomplete Request
Advertise Position	3 DAYS	3 DAYS	• Delays in approvals, position descriptions, classifications, confirming advertisements
	1 DAY	1 DAY	• Academic or specialist positions: Advertising in journals – dependant on frequency of publication dates. Timeframe up to 8- 12 weeks.
Position closing date	10 DAYS	20 DAYS	
Finalise shortlist of candidates for interview	5 DAYS	5 DAYS	• Selection Committee availability. •Number of applications received.
Interview	5 DAYS	15-20 DAYS	• Academic applicants may need to prepare presentations. • Availability of candidates / selection committee members. • Allowances for travel time especially for international applicants.
Appoint Candidate (make an offer)	4-10 DAYS	4-10 DAYS	• Selection committee cannot reach consensus. • Further practical/functional testing to occur.
Offer accepted	10 DAYS	15-20 DAYS	• Delays with referee checks. • 2nd round interviews. • Possible negotiation with candidate
Start Date	10-20 DAYS	Up to 60 DAYS	• Various checks: Police Check/Working with Children/Professional Suitability. • Visa/Immigration requirements. • When candidate gives notice/how much notice they have to give.

GENERAL (EXTERNAL) TIMEFRAME: APPROXIMATELY 2-3 MONTHS

ACADEMIC TIMEFRAME: APPROXIMATELY 6 MONTHS