

RECRUITMENT TIMETABLE



CLIENT		POSITION	
CONTACT		SALARY	
CONSULTANT		START DATE	

TASK	DUE DATE	TASK OWNER
AGREE SPECIFICATION AND CANDIDATE PROFILE		
SET TARGET LIST AND AGREE SEARCH DETAILS		
ADVERTISE/COMMENCE SEARCH		
LONG LIST CANDIDATES		
SHORT LISTING		
PRESENT SHORTLIST		
1ST INTERVIEWS		
2ND INTERVIEWS		
OFFER EXTENDED		
WRITTEN OFFER		
RESIGNATION		
START		

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