

Staff Requests /  
LRC Consultations

- Please allow **2 working days** for LRCs to respond to vacancy requests.
- Staff Requests will be raised when all information required has been submitted to the LRC, following a vacancy consultation. Staff Requests will be submitted for approval. Timescales for the staff request approval may vary dependent on the availability of appropriate approvers and local volumes – this process is independent of any local approval processes that may be required prior to the Staff Request being raised.

Advertising /  
Vacancy going live

- Advertising requiring Hiring Manager approval/ paid/ bespoke advertising - **2 working days** \*please note that this date is dependent on the draft advert copy approval being granted within this timeframe and any POs required for advertising channels being provided
  - Standard advertising copy (no Hiring Manager approval required) – **2 working days**
- Please note that the above timings may be extended during peak times (e.g. for large scale campaigns)**

Shortlisting

- Shortlisting paperwork issued within **2 working days** of vacancy closing.

**Please note that we are unable to issue Shortlisting paperwork until any candidates who would be considered as At Risk (if applicable) have been reviewed.**

Interviews

- Interview dates require **10-14 days notice**. This timeline is to ensure a positive candidate experience to prepare for interview. \*please note that exceptions to this may be possible on a case by case basis. Please discuss with the RA if you have any queries.

Offers

- Offer made to the preferred candidate by the Resourcing Assistant / LRC within **1 working day** of completed paperwork being uploaded.

Onboarding

- Following acceptance from the candidate, the candidate's details will be passed to Onboarding with a start date no earlier than **10 days** – this is to allow sufficient time for the contract to be issued and returned, and Right to Work and Reference checks to take place (if applicable). Please note that this 10 day period is reflective of the 7 days that a candidate is given to return their signed contract.

Contract issued

- Contract issued within **2 working days** of the candidate details being passed over.

**Please note that the above timings may be extended for bespoke contracts or for large scale campaigns**