**Recruitment timetable**

|  |  |
| --- | --- |
| Position |  |
| Activities  |  |
| Form of employment |  |
| Scope |  |
| Immediate manager |  |
| Recruitment team |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity**  | **When** | **Who** | **Done** | **Other** |
| Start-up meeting | *This is where the planning of timetables and activities is done* |  |  |  |
| Needs analysis and requirement profile | *This is a crucial phase and it is important to allocate time for this because the requirement profile is the basis for the entire recruitment process.* |  |  |  |
| Relocation assessment  | *About 1 week if the relocation assessment does not take longer.* |  |  |  |
| Advertising | *Publishing on uu.se according to timetable for advertisement.**Check with advertising agents at the HR Division for advertising through external media.* |  |  |  |
| Application deadline | *Advertisement period must be at least 2 weeks.* |  |  |  |
| Selection work |  |  |  |  |
| * CV review
 |  |  |  |  |
| * Check priority for reemployment
 |  |  |  |  |
| * Selection meeting
 | *Done after completing the CV review.* |  |  |  |
| * First interview
* Summary/selection
 | *About a week after the selection meeting, for advance planning to candidates, booking of the same and interview participants.* |  |  |  |
| * Second interview
* Summary
 | *Week after first interview or after the summary meeting* |  |  |  |
| * Selection tests/work samples if necessary
 |  |  |  |  |
| * Reference checks
 | *Can take from one day to one week depending on the number of candidates and the availability of reference persons. References are taken at the earliest after the first interview.* |  |  |  |
| Summary meeting/decision | *As soon as possible after any other interview and reference checks.* |  |  |  |
| Employment offer | *As soon as possible after the summary meeting* |  |  |  |
| Possible notice period | *1-6 months depending on position, 2 months or 3 months is common.* |  |  |  |
| Start date |  |  |  |  |
| Vacancy (when ordinary employee quits) |  |  |  |  |
| Training/introductory period | *First two weeks according to schedule. Regular* *introductory period is about 6 months.* |  |  |  |
| Follow-up talks | *Preferably continuously during the introductory period or after about 1 month and after about 6 months.* |  |  |  |