

COMPETITIVE RECRUITMENT GUIDE - TIMELINE

The timeline below is provided for illustrative purposes. It reflects recommended intervals that have resulted in the successful and timely recruitment and selection of staff, and closely follows industry benchmarks.

Service & Support career stream (e.g., Registrar Services Assistant) and Individual Contributor Level I and Level II (e.g., Program Associate)

Total Time: 45 days

Before - Plan and Strategize (5 days)	During - Advertise, Source, and Interview (37 days)	After - Document and Evaluate (3 days)
<ul style="list-style-type: none"> Define the position (2 days) Create the position description in PA7 (2 days) Develop a recruitment strategy (1 day) Form a search committee (during the recruitment strategy period) 	<ul style="list-style-type: none"> Advertise and source (10 days) - Close date in the posting is required Charge the search committee (during advertising time period) Screen applicants, including telephone screening (7 days) Interviews (9 days) Identify Finalists (6 days) Conclude the search/offer to acceptance (5 days) 	<ul style="list-style-type: none"> Retain hiring records (1 day) Evaluate the process (2 days)

Management career stream (e.g., Director) and Individual Contributor Level III and above (e.g., Sponsored Projects Officer IC4)

Total Time: 15 weeks/3 to 4 months

Before - Plan and Strategize (2 weeks)	During - Advertise, Source, and Interview (13 weeks)	After - Document and Evaluate (3 days)
<ul style="list-style-type: none"> Define the position (3 days) Create the position description in PA7 (2 days) Develop a recruitment strategy (1 week) Form a search committee (during the recruitment strategy period) 	<ul style="list-style-type: none"> Advertise and source (4 weeks) Charge the search committee (during advertising time period) Screen applicants, including telephone screening (2 weeks) Interviews (3 weeks) Identify Finalists (2 weeks) Conclude the search/offer to acceptance/ negotiate additional terms of offer such as relocation/identify appropriate salary (2 weeks) 	<ul style="list-style-type: none"> Retain hiring records (1 day) Evaluate the process (2 days)

Executive career stream (e.g., Assistant/Associate Vice Presidents)

Total Time: 4 months

Before - Plan and Strategize (2 weeks)	During - Advertise, Source, and Interview (18 weeks)	After - Document and Evaluate (3 days)
<ul style="list-style-type: none"> • Define the position (3 days) • Create the position description in PA7 (2 days) • Develop a recruitment strategy (1 week) • Form a search committee (during the recruitment strategy period) 	<ul style="list-style-type: none"> • Advertise and source (8 weeks) • Charge the search committee (during advertising time period) • Screen applicants, including telephone screening (2 weeks) • Interviews (4 weeks) • Identify Finalists (2 weeks) • Conclude the search/offer to acceptance/ negotiate additional terms of offer such as relocation/identify appropriate salary (2 weeks) 	<ul style="list-style-type: none"> • Retain hiring records (1 day) • Evaluate the process (2 days)

ADDITIONAL GUIDANCE:

- When planning a timeline, determine the target start date for the candidate, and then work backwards
- Use a calendaring tool, such as Doodle, to simplify the scheduling of meetings
- To increase time efficiency: Establish interview dates, times, and locations early in the process (during the recruitment strategy period)