



Recruitment of Corporate Director – Children & Young People’s Services Timetable

Key dates	Activity	Attendance Who
w/c 12 October 2009 w/c 19 October 2009	1. Briefing and drafting Search consultants appointed Advertising media and schedule agreed Search beings	Veredus, KR, LN, JK
w/c 26 October 2009 9 November 2009 (12 noon)	2. Advertising and research Advertisements appear and research continues Adverts close and research completed	Veredus
20 November 2009 2.00 pm to 4.00 pm 24, 25, 30 November 2009	3. Longlisting and preliminary interviews Long listing meeting to identify individuals for technical interview. Agency conduct technical interviews and testing with long listed candidates.	Member Panel, KR, JK, Veredus Veredus
3 December 2009 2.00 pm to 4.00 pm	4. Shortlisting and panel interviews Shortlisting meeting to agree candidates to be invited for assessment centre/final interview.	Member Panel, KR, JK, Veredus
14 December 2009 15 December 2009	<u>Day 1 – Assessment Centre</u> Assessments Stakeholder Panel Presentations (Partners/Children & YP) 1 : 1 with Chief Executive 1 : 1 with Leader/Portfolio Holder Lunch with DMT members <u>Day 2 - Final Interview Panel</u>	 Member Panel, KR, JK, Veredus
w/c 21 December 2009	5. End game Approvals as necessary Offer and negotiations and appointment confirmed.	Veredus, JK