



**TOURISM
NORTHERN
IRELAND**

Timeline Checklist

TO DO	DATE	COMPLETED	NOTES
Plan strategically for recruitment			
Review Job Description			
Agree dates for closing, interviews with team. 2 weeks max.			
Liaise with marketing (if possible) on wording and brand.			
Decide on Platforms to release job.			
Go live with job! Tuesday – Thursday ONLY.			
Monitor applications & online engagement.			
Acknowledge applications – personalise. Provide dates for interviews or check availability.			
Hold Interviews within 3 days of closing date.			
Arrange interviews and provide feedback within 48 hours.			

If unsuccessful, be personable on contact. 'Think future pipeline'			
Offer with 48 hours.			
Acceptance: Allow 24 hours – no longer. Avoid offers on a Friday.			
Reference Check Prior or after offer – depending on candidate situation. Review accordingly.			
Contract and offer letter sent.			
Signed contract received.			
Start date confirmed			

Recruitment completed: