

2022-23 Appointment Panel Recruitment Timetable

Task	Date	Responsible	Other people involved
Finalise recruitment ad & send to Comms team	20 Dec	ADS	AW/LC
Job advert placed on IMPRESS website	23 Dec	AW	LC
Distribute job ad to Board to share among their network of contacts that meet target profile	23 Dec	ADS	
Post job advert to https://dynamicboards.co.uk/roles/	23 Dec	AM	ADS
Post tweet from IMPRESS account to launch advertising campaign, regularly tweeted by Comms team throughout campaign. Also featured in newsletters/ across social media platforms	23 Dec	AW	LC
Contact individual targets	w/c 2 Jan	Panel	EP
Send follow ups to individual targets	w/c 16 Jan	Panel	EP
Post final reminder tweet from IMPRESS twitter account that deadline for applications is next week	w/c 23 Jan	AW	LC
Applications close	5 Feb	ADS	AM
Longlisting of candidates for interview	w/c 13 Feb	Panel	AM
Meeting to select candidates for interview	w/c 13 Feb	Panel	ADS
Invitations for interview	17 Feb	ADS	AM
Interviews (back up day?)	w/c 13 or 20 Mar	Panel	ADS
Interview Panel makes decision on candidates	24 Mar	Panel	
Preferred candidates notified	w/c 27 Mar	ADS	
References taken up on preferred candidates	w/c 27 Mar	ADS	
Panel convene to confirm appointments of new member or confirm decision via email	w/c 17 Apr	Panel	ADS
Nominations ratified by the Board (via email)	24 Apr	Board	ADS