

TIMETABLE FOR APPOINTMENT OF _____

STAGE 1 – PRE ADVERTISEMENT

Items in red were introduced by CPANI in February 2010

ACTION REQUIRED	LEAD	DEADLINE	COMPLETED ON/ COMMENTS
Initiate first liaison meeting with SB to agree action/timetable Draft 'Appointment Plan' SB HOD consults with Body's Chairperson on criteria	PAU/SB PAU SB		
Ask CPANI for an OA Confirm Selection Panel members and monitoring details Brief the OA	PAU SB PAU		
Confirm all dates with panel members Provide them with a copy of the Code and offer training Arrange CBI/Diversity & Equality Training if necessary Book rooms for Competition Initiation meeting/sift/interviews	PAU PAU PAU		
Draft competition material including role & person spec QA competition material and draft marking frame	SB PAU		
Hold Competition Initiation Meeting to agree the Appointment Plan and competition material. Consider use of PR or other means of	PAU/SB SB		

publicizing vacancies			
Circulate Appointment Plan	PAU		
Check that documentation is consistent and accurate	PAU		
Obtain OA's formal clearance of material	PAU		
Draft initial ministerial submission	SB		
QA draft	PAU		
Issue submission to Perm Sec/Minister with background/role & person spec/advert/panel membership/application pack/remuneration/timeframe/Appointment Plan/ Minister's preference re results of interviews/ Minister's nominations/opportunity to meet 'suitable' candidates before making a decision	SB		
Meet with SB	PAU/SB		
Finalise competition material and carry out further check for discrepancies	PAU		
Have ISU format application pack for transfer to website	PAU		
Alert all interested parties to advert date – PAU's mailing lists, NILGA Section 75 and other consultation lists eg District Councils (may have a 6 week lead in time), Get on Board, CAU	PAU/SB		
Seek Senior Management nominations	PAU		
Make up Application Packs	PAU		

I certify that Stage 1 has been satisfactorily completed.

Signed _____ Date _____

STAGE 2 – PRE INTERVIEW

ACTION REQUIRED	LEAD	DEADLINE	COMPLETED ON/ COMMENTS
Place advert in newspapers	PAU		
Place advert on Internet	PAU		
Activate voicemail	PAU		
Notify Equality Unit	PAU		
Copy advert to CAU & CPANI	PAU		
Process payment for advert	SB		
Issue and record completed application forms on spreadsheet (date <u>and</u> time received)	PAU		
Acknowledge forms/detach monitoring forms/carry out eligibility check	PAU		
Invite those with no monitoring forms or incomplete forms to complete their forms	PAU		
Bring eligibility queries/incomplete/late applications to the attention of DP/G7	PAU		
Meet with SB	PAU/SB		
Draft interview question/performance indicators	SB		
Prepare and issue Sift Panel papers. If necessary, highlight any “compliance with administrative requirements” cases	PAU		
Hold Sift/pre-interview meeting	PAU		
Get record of the meeting agreed	PAU		

Issue regrets letters with detailed feedback	PAU		
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I certify that Stage 2 has been satisfactorily completed.

Signed _____ Date _____

STAGE 3 – PRE APPOINTMENT

ACTION REQUIRED	LEAD	DEADLINE	COMPLETED ON/ COMMENTS
Carry out re-assessment(s)	PAU		
Set up Interviews/ issue Invitations	PAU		
Finalise and issue interview packs. Refer panel members to PAC recommendations	PAU		
Arrange room & domestics	PAU		
Advise Services re workmen/fire alarm	PAU		
Hold interviews	PAU		
Check paperwork for completeness	PAU		
Issue regrets letters to unsuitable candidates	PAU		
Issue holding letters to suitable candidates	PAU		
Carry out performance/probity checks/ Bring issues arising to SB attention	PAU		
Approve candidates' travelling expenses	PAU		
Arrange payment of candidate's travelling expenses	SB		
Draft final ministerial submission Including candidate summary(ies)	SB		

QA draft and pass to OA and other panel members for clearance	PAU		
Process OA's expenses. Send thank you letter	PAU		
Issue OA Evaluation Form to Chair of Selection Panel, send to CPANI together with a copy of the Validation Certificate	PAU		
Issue submission to Perm Sec/Minister, await Minister's decision	SB		
Arrange meeting with 'suitable' candidates, if requested by Minister	PAU		
Advise successful candidates by phone	SB		
Issue regrets letters	PAU		
Issue Valedictory letters, if applicable	SB		
Draft pen pictures of appointees	SB		
Clear pen pictures, request and chase up political activity forms	PAU		
Draft press release and obtain Press Office clearance	SB		
Draft submission with LOA's and press release	SB		
QA draft	PAU		
Issue submission to Perm Sec/Minister and arrange for letters to issue	SB		
Chase up Declarations	PAU		
Send "CPANI" statement to Press Office	PAU		
Copy Press Release to OA/CAU/CPANI	PAU		

Complete table with details of any queries/challenges/complaints	PAU		
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I certify that Stage 3 has been satisfactorily completed.

Signed _____ **Date** _____