Phase	Task	Owner	Completion Date
Plan Recruitment (2 weeks)	- Form Recruiting Committee - Review vacancy - Develop Recruitment Plan		
Develop Recruiting Materials (1 week)	- Update/develop job description - Complete/approve *Recruitment Request Form* - Develop *Interview Selection Criteria* and *Interview Guide*		
Source Candidates (4 weeks)	- Complete/approve *Job Advertisement Form* - Identify advertising locations - Post job in advertising locations - Track candidate applications		
Manage and Screen Candidates (2 weeks)	- Review candidate applications - Select candidates for interview - Schedule candidates for interview		
Interview and Select Candidates (3 weeks)	- Interview candidates - Conduct reference check - Select candidate to make a job offer		
Extend and Confirm Offer (2 weeks)	- Extend offer letter - Prepare contract - Confirm start date		