Recruitment Timeline Checklist for Team Leads

Dear [Team Lead's Name],

As we initiate the recruitment process for our upcoming project, please find below the timeline checklist to guide you:

1. **Week 1:** Define job description and requirements
2. **Week 2:** Post job advertisement on various platforms
3. **Week 3:** Begin application review and shortlisting candidates
4. **Week 4:** Conduct initial interviews
5. **Week 5:** Finalize candidates for second interviews
6. **Week 6:** Conduct second round of interviews
7. **Week 7:** Select final candidates and prepare offers
8. **Week 8:** Send out offer letters and finalize hiring
9. **Week 9:** Onboarding of new hires

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]