

Recruitment Timeline Guidelines

Dear Hiring Managers,

This letter outlines the recruitment timeline guidelines that we expect all hiring managers to follow to ensure an efficient and effective hiring process.

Recruitment Timeline Overview

1. **Job Requisition Approval:** All job requisitions should be submitted for approval at least 4 weeks prior to the intended start date.
2. **Job Posting:** Once approved, the job should be posted on all internal and external job boards within 3 days.
3. **Application Review:** Applications should be reviewed within 1 week of posting, and shortlisted candidates should be identified.
4. **Interviews:** Conduct interviews within 2 weeks of the application review.
5. **Offer Preparation:** Offers should be prepared within 1 week post-interview.
6. **Candidate Onboarding:** Ensure onboarding processes are initiated no later than 1 week before the candidate's start date.

Important Considerations

- Ensure all communications with candidates are timely and professional.
- Keep HR updated on any changes to the timeline or candidate status.
- Plan for potential delays and have a backup candidate if necessary.

Thank you for your attention to these guidelines. We appreciate your cooperation in making the hiring process smooth and successful.

Sincerely,

[Your Name]

[Your Position]

[Your Company]