

Recruitment Timeline Overview

Dear Department Heads,

Please find below the recruitment timeline for the upcoming hiring process:

Recruitment Timeline

Date	Milestone
October 15, 2023	Open Job Posting
October 30, 2023	Close Job Posting
November 1-5, 2023	Initial Screening of Applications
November 8-12, 2023	Interviews Conducted
November 15, 2023	Decision Making
November 20, 2023	Offer Extended
November 30, 2023	Onboarding Process Begins

Your cooperation is essential to ensure a smooth recruitment process. Should you have any questions or require further details, please do not hesitate to contact me.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]