Imperial College London

Recruitment Timeline

KEY: WORKING DAYS | TOTAL WORKING DAYS | Recruitment Hub tasks | Hiring Manager tasks

New staff required

Hiring Manager (HM) to seek finance and departmental approval, obtain budget code and produce a JD and **job advert**

Please allow more time if the JD needs to be graded by the Job Evaluation panel.

HM raises **Request to Recruit** via **TalentLink**

Recruitment Hub (RH) processes requisition and requests approvals (4, 4)

Visit the **Recruitment web pages** for more information

Internal checks and approvals (10, 14)

Job goes live on Imperial Jobs website and other appropriate channels as requested (2, 16)

Jobs should be open for a minimum of two weeks

Candidates apply for role (14, 30)

HM views applications in TalentLink

The estimated amount of time from Request to Recruit to a signed contract is around **14 WEEKS**

Job posting closes

HM to shortlist candidates as soon as possible so candidates are not left for a lengthy time waiting for an outcome

RH to send shortlisting documents to HM

HM to complete shortlisting and submit completed **shortlisting form** to RH (5, 35)

Candidates to be given one week's notice of their interview

RH to invite shortlisted candidates for interview (4 (+5), 44)

HM to hold **interviews** and select successful candidate (49, 5)

Verbal/initial offer and negotiation takes place with HM (3, 52)

Make sure you have the appropriate permissions

HM to send **offer details** and required documents to RH

RH to input information in TalentLink and wait for approval from Finance and the Dept (3, 55)

Following approval from Finance and the Department, RH to issue conditional contract to successful candidate and set up new staff record (10, 65)

Allow more time if visas, ATAS and DBS checks are required

After satisfactory pre-employment checks and references are obtained, RH can then proceed to the next step (5, 70)

RH to issue email from TalentLink confirming offer is no longer conditional, with the start date

Allow time for notice periods, which are dependent on the candidate

Position filled

Your dedicated Recruitment Coordinator will provide advice and support at every stage

For the Faculty of Engineering, the Recruitment Hub issues the contract of employment and sets up the new staff record. All other steps shown as 'RH' are completed by the department.