

### Appendix 3 – Draft Indicative Recruitment Timetable

\*Selection process subject to approval by the Appointment Panel

<b>Activity</b>	<b>By When</b>
Appointment Panel (AP) confirmed at TfN Board Meeting	14.01.21
Virtual Meeting with AP to agree Recruitment Timeline, Role Profile and Selection Process	14.01.21
Executive Search Agency briefed on Role Requirements & Potential Targets	W/E 15.01.21
<b>1st update to TfN Board – Confirming recruitment timeline</b>	
Vacancy Go-Live (Search & Head-hunting) – 3.5 weeks’ search period	20.01.21
Weekly ‘Head-Hunting’ progress updates to AP	Weekly Updates via Email
Closing Date for Applications (via CV & Covering Letter)	11.02.21 – 12 Noon
Longlist (ABC) Report received & Longlisting by AP completed*	W/E 19.02.21
<b>2nd update to TfN Board – Confirming longlisting &amp; next steps</b>	
Longlist (Technical) Interviews completed & Assessment (ABC) Report received*	W/E 05.03.21
Shortlisting by AP completed*	W/C 08.03.21
<b>3rd update to TfN Board – Confirming shortlisting &amp; final interview dates</b>	
Psychometric Testing (leadership & behavioural) completed by Shortlisted Candidates*	W/E 19.03.21
Final Interviews including Stakeholder Panel*	22.03.21
Preferred Candidate Identified (subject to TfN Board Approval) – Special Board Meeting to be convened if required	TBC - March Board dependent on date