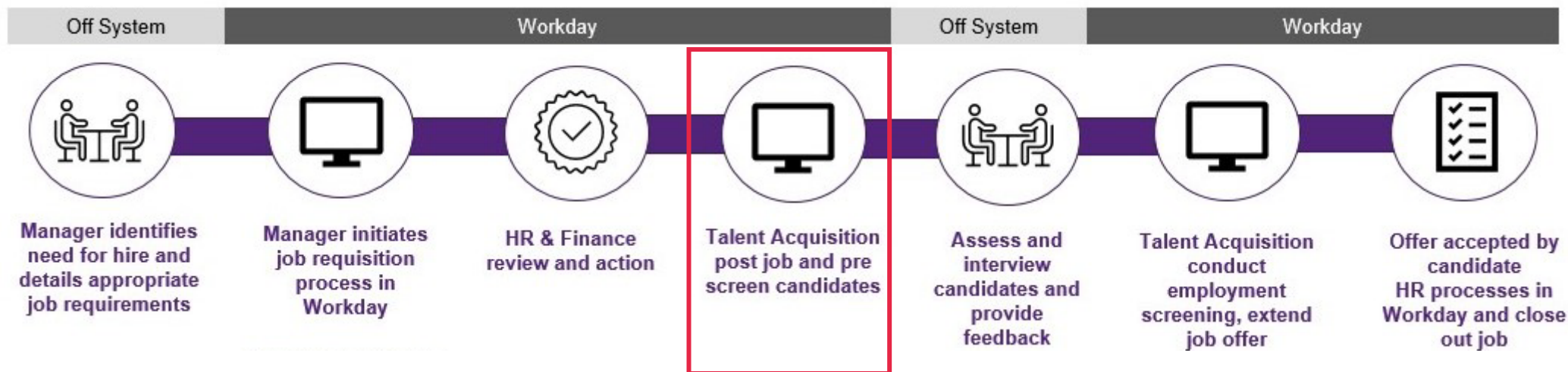
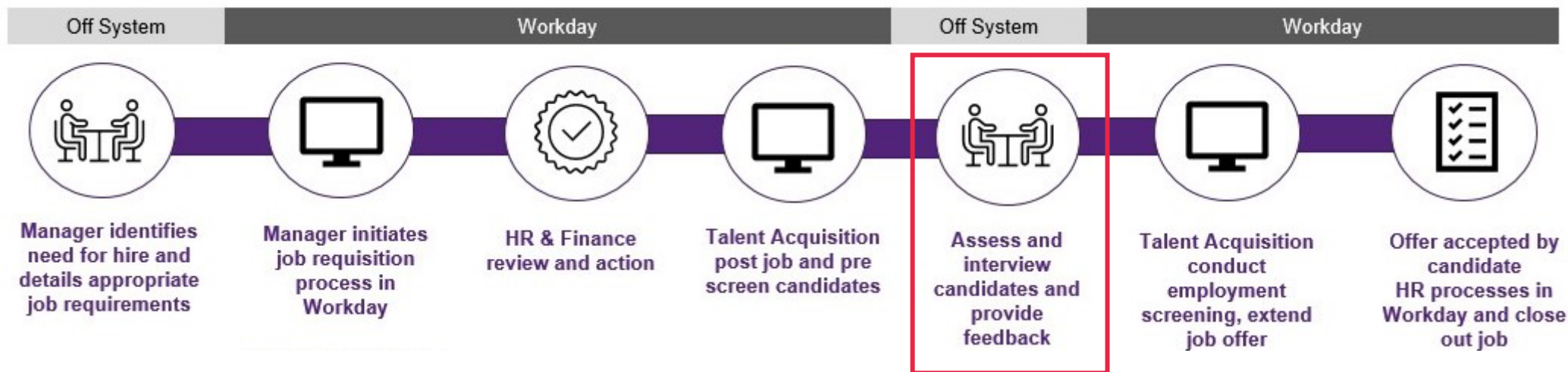


Advertising



Step	Action	Description	Responsibility
1	Advertisements placed on job boards	Advertisements placed on job boards as agreed during the job briefing process in alignment with the advertising strategy	Talent Acquisition
2	Advertisement links communicated	Once advertisements are placed, links communicated to the hiring manager for sharing	Talent Acquisition
3	Promotion of advertising	Advertisement is promoted in personal networks to achieve a greater reach	Talent Acquisition & Manager
4	Advertisement closed	Advertisement closes. Candidates are contacted and advised the application period has closed and contact will be made with them shortly.	Talent Acquisition

Shortlisting



Step	Action	Description	Responsibility
1	Advertisement closed	Communication sent to selection committee, including position description, application bundle etc.	Talent Acquisition
2	Shortlisting facilitated	Shortlisting facilitated either in person, online or via email. Shortlist agreed by selection committee.	Selection Committee
3	Shortlist provided to Talent Acquisition	Manager completes shortlisting information into the template included in the advertisement closed communication	Manager
4	Interviews booked	Interviews are confirmed verbally and in writing with candidates	Talent Acquisition
5	Placeholders updated	Schedule of interview and relevant documents are updated in the placeholder	Talent Acquisition