

Action	Ownership	Timeframe
1. Recruiting manager receives an approval from SLT Lead to raise the requisition (in writing)	Recruiting manager	Week 1
2. Headcount request submitted for consideration	Recruitment manager	
3. Headcount request approved for SLT consideration	HR BPs/ Finance BPs/ Head of Service/ SLT Lead	
4. Approved headcount cases prepared and forwarded to SLT for the final consideration by 12pm, Friday	HR Operations Coordinator	
5. SLT considers the cases during regular meetings on Monday pm	SLT	Week 2
6. Outcome received and communicated with the hiring managers via email by Tuesday am	HR Ops Coordinator	
7. Information for the adverts, including blurb and JD uploaded on PeopleNet by Wednesday, COP	Recruiting manager	
8. Advertising prepared and published on internal recruitment portal by Thursday, COP	HR Ops Coordinator	
9. Information about live internal vacancies sent to marketing for internal communication by Friday, 1pm	HR Ops Coordinator	
10. Internal advert gets published via internal comms and stays live until at least Sunday following the news circulation	Internal Comms	Week 3
11. Vacancy closes, shortlisting take place	Recruiting manager	
12. Shortlisting decision with interview schedule gets sent to Gosia Seaman (Gosia.seman@stmarys.ac.uk)	Recruiting manager	
13. HR Operations Coordinator invites the candidates for interviews	HR Operations Coordinator	
14. Decision is made following the interview(s): <ul style="list-style-type: none"> • A) offer is made • B) no offer made – external advertising is commenced 	Recruiting manager	Week 4
15. The outcome of the interviews is communicated with Gosia Seaman for further steps – written confirmation of appointment or further external advertising	Recruiting manager/ HR operations / HR BPs	