

Time (in weeks)	Tasks	Responsible	Decision
	Identification of needs	HR ³ / DIR ⁴	CE ⁵
T0 ¹	Issue of vacancy notice; Issue of application forms; Advertisement	HR	
T0 + 8	Receipt of applications	HR	
T0 + 9	Pre-screening	HR	
T0 + 12	Applications screening	HR	
T0 + 12 -> SL ²	Issue of short list	HR + SC ⁶	
SL + 2	Organisation of interviews (preparation, convocations...)	HR + SC	CE
SL + 3	Interviews; Issue of a selection report	SC	
SL + 4	Publication of results (communication to successful candidate)	HR	CE
SL + 5	Confirmation of appointment (7 working days)	HR	
	Communication to other candidates		

¹ Time zero

² Short list

³ Human Resources

⁴ Directorate

⁵ Chief Executive

⁶ Selection Committee