

Time (in weeks)	Tasks	Responsible	Decision
	Identification of needs	HR <sup>3</sup> / DIR <sup>4</sup>	CE <sup>5</sup>
T0 <sup>1</sup>	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 <sup>2</sup>	Issue of short list	HR + SC <sup>6</sup>	
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		

<sup>1</sup> Time zero

<sup>2</sup> Short list

<sup>3</sup> Human Resources

<sup>4</sup> Directorate

<sup>5</sup> Chief Executive

<sup>6</sup> Selection Committee