

Draft Schedule of Proposed Stages in the Recruitment Process

Date	Schedule
20-Dec	Agencies submit pitch and assignment preparation
21-24 Dec	Selection of recruitment agency
07-Jan	Agency representative(s) host virtual meeting with Recruitment Panel to confirm schedule
w/c 10 Jan	Consultations with Panel, Natural England representative, and Management Team
	Prepare candidate brief
	Develop microsite
	Map out executive search
w/c 24 Jan	Agency hosts meeting with Recruitment Panel for approval
w/c 31 Jan	Advertisement placed
	Search commence
28-Feb	Closing date of advert and search
	First sift - means to be agreed and dependant on numbers
w/c 7 Mar	Agency present long list report virtually to Panel
w/c 14 Mar	Preliminary interviews by agency
w/c 28 Mar	Agency host short list meeting. Final stages of assessment confirmed
w/c 4 Apr	Agency undertake due diligence on references and a review of digital footprint
w/c 11 Apr	Proposed virtual engagement and psychometric assessment day
w/c 18Apr	Feedback to panel on candidates/prepare interview questions
27-28 Apr	Assessment centre at Bakewell, Derbyshire over two days
29-Apr	Debrief and decision by Recruitment Panel. Make conditional offer
20-May	Approval to appoint at National Park Authority Meeting