

Recruitment Cycle

Brief

It is January 1, and Jamie Dodge has approached you following the resignation of two of his/her help desk managers, April and Glen.

Jamie has explained how busy his/her department is and as April and Glen only have to work out a four week notice period, he/she wants replacements appointed as soon as possible; preferably by February 1.

Your task is to plan the recruitment cycle, which will need to include one day for an Assessment Centre.

Think of all the tasks that need to be completed prior to the appointment of April and Glens' replacements.

Your plan should look something like this:

Action:	Responsibility of:	To be completed by: