

# Countdown to Christmas

Make sure you don't miss out on making that crucial hire during the run up to Christmas.

Follow our week-by-week guide and your new recruit will be hired before the festivities begin and ready to start in the New Year.

## NOVEMBER

**13** Give us a call to discuss your requirements. We'll get to work straight away on advertising your role and assessing all applications.

**20** Once we've spoken to all suitable candidates we'll submit a short-list of those we think best fit your requirements and will begin to arrange interviews with your preferred applicants.

**27** Keep time free in your diary for 1st round interviews to take place this week. We will gather feedback from all parties and arrange further interviews with the successful candidates.

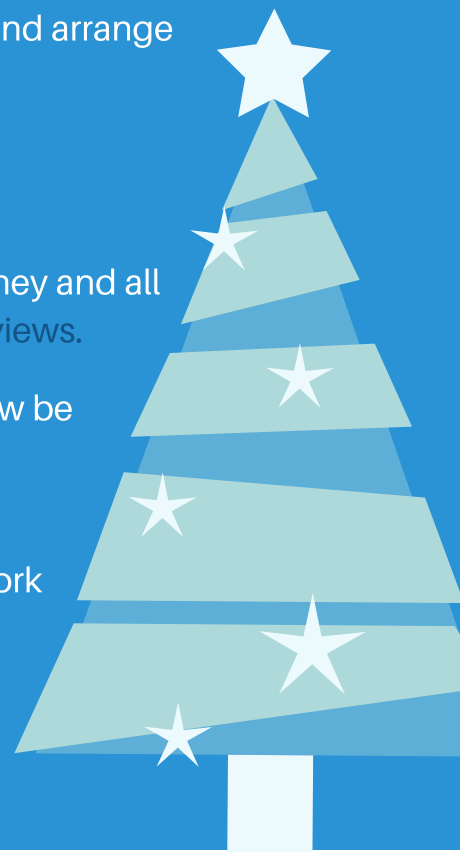
## DECEMBER

**4** If senior management are needed then make sure they and all key stakeholders are free to attend 2nd round interviews.

**11** Hopefully after successful interviews you should now be in a position to make an offer to your preferred candidate.

**18** After accepting your offer and receiving all paper work the candidate is ready to hand in their notice.

**25** Celebrate Christmas safe in the knowledge your new recruit will be ready to start in the New Year.



Give us a call today and kick start the recruitment process on 020 7224 3307 or email [info@chiumento-recruitment.uk](mailto:info@chiumento-recruitment.uk)