

# Engineering Hiring Timeline Template

Working-day planning model from intake to productive on site

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Fill this in during intake and attach it to the requisition. Build it backwards from the date the engineer must be productive, then compare the total to the date already in the schedule. Where the two disagree, the schedule is wrong, not the market.

Ranges are working days. The wide bands are wide because they are dominated by decisions inside your own organisation.

## Backwards timeline

Enter the required productive date, then subtract each stage.

- Required productive on site: \_\_\_\_\_
- Ramp to productive: 5 to 15 days
- Screening, induction and badging: 3 to 20 days
- Notice period: 0 to 20 days contract, 20 to 60 days permanent
- Offer to acceptance: 1 to 5 days
- Interview and decision: 5 to 15 days
- Sourcing to qualified shortlist: 5 to 15 days
- Intake and requisition approval: 3 to 5 days
- Latest possible kickoff date: \_\_\_\_\_

## Slip risks by stage

Use this column as the agenda for the weekly search review.

- Intake: scope not decomposed, so the first shortlist is guesswork. Mitigation: complete the hiring checklist.
- Sourcing: pool narrowed by an unexamined requirement. Mitigation: quantify each constraint at intake.
- Interview: panel availability. Mitigation: pre-hold slots for three weeks.
- Decision: feedback delay. Mitigation: committed turnaround in working days.

- Offer: band approved only at midpoint. Mitigation: approve the top of the band up front.
- Screening and badging: lead times discovered late. Mitigation: confirm them in writing before sourcing.
- Ramp: documentation access not arranged. Mitigation: day-one access to drawings, scripts and punchlist.

## Interview scheduling model

Interview logistics are where most avoidable weeks are lost.

- Single technical screen, one hour, one recorded scenario question
- Panel stage of no more than two sessions, held on the same day
- Slots pre-held weekly for the duration of the search
- Written feedback within 24 hours from each interviewer
- Debrief and decision within 48 hours of the final session

## Summary table for schedule documents

Copy the completed figures into the program schedule so hiring appears next to long-lead items.

- Discipline: \_\_\_\_\_ Quantity: \_\_\_\_\_
- Kickoff date: \_\_\_\_\_
- Target shortlist date: \_\_\_\_\_
- Target offer date: \_\_\_\_\_
- Target productive date: \_\_\_\_\_
- Critical constraint driving the timeline: \_\_\_\_\_
- Owner: \_\_\_\_\_

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