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***APPENDIX D – INTERNATIONAL (AND LOCAL) STAFFING TIMETABLE AND  
PROCESS***

**Interhealth Canada Limited  
International & Local Recruitment Timelines/Process**

TCl Project updated may 2007

Activity/	Month	12	11	10	9	8	7	6	5	4	3	2	1	1	1		
		May-08	Jun-08	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Jul-09	Aug-09
Identify Candidate Markets (Local and International)																	
Assess Staffing Needs (staffing plan finalized, job requirements identified)																	
Initiate Recruitment Program (local markets, database search, network referrals, web-based, advertisements, partners, subcontract network)																	
Initial specific Candidate Search (use available resources as indicated above)																	
Compile Applications, Candidate Profiles (CV/resume, skills assessments, initial candidate summary, qualifications, references)																	
Pre-screen candidates (selection committee, shortlist, interview, assess competency, verify qualifications/references)																	
Conditional Offers of Employment made (conditional offers subject to confirmation of professional registration, required work permits, occupational health and Police checks if needed)																	
Complete/Verify TCl registration requirements (initial/complete required documentation/process to include TClg health and visa procedures)																	
Complete Contract Arrangements (execute employment agreements, confirm start dates)																	
Mobile/Commissioning Team (as indicated on staffing phase in commissioning and other corporate resources - key members may already be on ground pre-schedule)																	
In-Country Orientation (completion of in-country orientation)																	
Arrange Travel Logistics (if required) (confirm flight/return itinerary, confirm accommodation arrangements)																	
Meet and Greet (airport pick up, transport to accommodation)																	
On-site orientation (general hospital, department specific)																	
Probationary Assessment (completion of performance assessment/initial employment goals after 3 months of employment)																	
Evaluation feedback (employee, department and management)																	

**Notes:**

Recruitment for medical, nursing, clinical and support staff will commence at different times within the overall specified timeframes - e.g admin support recruitment will commence nearer to time of opening  
 \*Recruitment does not have a definite end date as this solely depends on ramping up the required staff based on the MSR - recruitment will in reality be an ongoing process  
 \*\*\* International and Local recruitment will be guided by the concurrent assessment of current TClg employees who will transfer to Interhealth Canada Limited  
 \*\*\*\* Corporate recruitment resources will be mobilized post-nov,2007 as assessment process for current staff nears completion

Interhealth Canada Limited