

Team Assistant Recruitment Activities and Example Schedule

Activities and Timings

Activity	Time for each activity
Session Tour	20 min
Read Local Information Sheet	10 min
Completion of TA Availability & Tour Feedback Questionnaire	10 min
Total	40 min
Interview	20 min

Note – to be invited in pairs for the tour and activities

Example Schedule for tour, activities and interviews to be held on same day

Example for morning

Candidate	Tour and Activities	Interview
Candidate 1	09.20 to 10.00	10.00
Candidate 2	09.20 to 10.00	10.20
Candidate 3	10.00 to 10.40	10.40
Candidate 4	10.00 to 10.40	11.00
Candidate 5	10.40 to 11.20	11.20
Candidate 6	10.40 to 11.20	11.40
Break	11.20 to 12.30	12.00
Candidate 7	12.30 to 13.10	13.10
Candidate 8	12.30 to 13.10	13.30

Example for afternoon

Candidate	Tour and Activities	Interview
Candidate 1	13.00 to 13.40	13.40
Candidate 2	13.00 to 13.40	14.00
Candidate 3	13.40 to 14.20	14.20
Candidate 4	13.40 to 14.20	14.40
Candidate 5	14.20 to 15.00	15.00
Candidate 6	14.20 to 15.00	15.20
Break	15.00 to 16.00	15.40
Candidate 7	16.00 to 16.40	16.40
Candidate 8	16.00 to 16.40	17.00