

Donor Centre Administrator - Recruitment Activities and Example Schedule

Activities and Timings

Activity	Time for each activity
Read Local info sheet	10 min
Spreadsheet exercise	20 min
Customer service questionnaire	20 min
Additional time for introduction etc	5 min
Total	55 min
Interview	30 min

Note – candidates to be invited in pairs to attend for the tests however if you are unable to accommodate 2 candidates undertaking the test at one time please ask your recruitment contact to invite them one at a time at 55 minute intervals

Example Schedule for tests and interviews

Candidate	Tests and Activities	Interview
Candidate 1	09.00 to 09.55	10.00
Candidate 2	09.00 to 09.55	10.30
Candidate 3	10.00 to 10.55	11.00
Candidate 4	10.00 to 10.55	11.30
Candidate 5	11.00 to 11.55	12.00
Candidate 6	11.00 to 11.55	12.30
Break	12.00 to 12.30	13.00
Candidate 7	12.30 to 13.25	13.30
Candidate 8	12.30 to 13.25	14.00