



# Job Vacancy Announcements and Hiring Schedule

Below is the tabulated schedule including tasks, social media promotion, and salary details:

Date	Time	Activity	Details
Day 1	9:00 AM - 10:00 AM	Job Vacancy Announcement Posting	Post job vacancies on the company website and job boards.
	10:00 AM - 12:00 PM	Social Media Promotion	Share job postings on LinkedIn, Facebook, Twitter, etc.
	2:00 PM - 3:00 PM	Set Up Testing and Interview Schedule	Finalize schedule and notify team.
	3:00 PM - 4:00 PM	Prepare and Distribute Job Descriptions	Ensure accuracy and availability for all stakeholders.
	4:00 PM - 5:00 PM	Prepare Social Media Graphics and Post Templates	Create visuals and templates for job postings.
Day 2	9:00 AM - 12:00 PM	Applicant Shortlisting Begins	Review applications and shortlist candidates.
	1:00 PM - 2:00 PM	Notify Shortlisted Candidates	Send invitations for tests to shortlisted candidates.
	2:00 PM - 3:00 PM	Schedule Testing Sessions	Confirm time slots with candidates for tests.
	3:00 PM - 4:00 PM	Continue Social Media Promotion	Post reminders and updates about the job vacancies.
	4:00 PM - 5:00 PM	Draft Salary Ranges and Negotiation Guidelines	Define salary ranges for each position and prepare negotiation guidelines.
Day 3	9:00 AM - 11:00 AM	Test for Ticketing Specialists (Ticket Wizards)	Conduct test including Choose 4Q, Match 6Q, Define 4Q, and Calculate 3Q.
	11:00 AM - 12:00 PM	Review Test Submissions	Collect and review test papers from candidates.
	2:00 PM - 4:00 PM	Test for Travel Experience Architect (Journey Master)	Conduct test including Choose 4Q, Match 6Q, Define 4Q, and Calculate 3Q.
Day 4	9:00 AM - 11:00 AM	Test for Destination Guru (Explorer Guide)	Conduct test including Choose 4Q, Match 6Q, Define 4Q, and Calculate 3Q.
	11:00 AM - 12:00 PM	Review Test Submissions	Collect and review test papers from candidates.
	2:00 PM - 4:00 PM	Test for Logistics Coordinator (Travel Logistics Specialist)	Conduct test including Choose 4Q, Match 6Q, Define 4Q, and Calculate 3Q.
Day 5	9:00 AM - 11:00 AM	Test for Culture Connoisseur (Local Insight Specialist)	Conduct test including Choose 4Q, Match 6Q, Define 4Q, and Calculate 3Q.
	11:00 AM - 12:00 PM	Review Test Submissions	Collect and review test papers from candidates.
	2:00 PM - 4:00 PM	Test for Language Liaison (Global Communication Specialist)	Conduct test including Choose 4Q, Match 6Q, Define 4Q, and Calculate 3Q.
Day 6	9:00 AM - 11:00 AM	Test for Support Agents (Travel Assistants)	Conduct test including Choose 4Q, Match 6Q, Define 4Q, and Calculate 3Q.
	11:00 AM - 12:00 PM	Review Test Submissions	Collect and review test papers from candidates.
	2:00 PM - 4:00 PM	Test for Technical Support Specialist (Digital Experience Engineer)	Conduct test including Choose 4Q, Match 6Q, Define 4Q, and Calculate 3Q.
Day 7	9:00 AM - 11:00 AM	Interviews for Ticketing Specialists (Ticket Wizards)	Conduct interviews for shortlisted candidates.
	11:00 AM - 12:00 PM	Review Interview Feedback	Compile feedback from interviews.
	2:00 PM - 4:00 PM	Interviews for Travel Experience Architect (Journey Master)	Conduct interviews for shortlisted candidates.
Day 8	9:00 AM - 11:00 AM	Interviews for Destination Guru (Explorer Guide)	Conduct interviews for shortlisted candidates.
	11:00 AM - 12:00 PM	Review Interview Feedback	Compile feedback from interviews.
	2:00 PM - 4:00 PM	Interviews for Logistics Coordinator (Travel Logistics Specialist)	Conduct interviews for shortlisted candidates.
Day 9	9:00 AM - 11:00 AM	Interviews for Culture Connoisseur (Local Insight Specialist)	Conduct interviews for shortlisted candidates.
	11:00 AM - 12:00 PM	Review Interview Feedback	Compile feedback from interviews.
	2:00 PM - 4:00 PM	Interviews for Language Liaison (Global Communication Specialist)	Conduct interviews for shortlisted candidates.



Date	Time	Activity	Details
Day 10	9:00 AM - 11:00 AM	Interviews for Support Agents (Travel Assistants)	Conduct interviews for shortlisted candidates.
	11:00 AM - 12:00 PM	Review Interview Feedback	Compile feedback from interviews.
	2:00 PM - 4:00 PM	Interviews for Technical Support Specialist (Digital Experience Engineer)	Conduct interviews for shortlisted candidates.
Post Day 10	9:00 AM - 12:00 PM	Finalize Hiring Decisions	Evaluate all test and interview results, make final hiring decisions.
	1:00 PM - 3:00 PM	Notify Successful Candidates	Send offer letters and negotiate salaries.
	3:00 PM - 5:00 PM	Notify Unsuccessful Candidates	Send feedback and notifications to unsuccessful candidates.
	5:00 PM - 6:00 PM	Update Social Media and Website	Announce new hires and update job boards with position filled.

## Additional Tasks

### 1. Before Announcements::

#### 1. Prepare Job Descriptions:

- Draft comprehensive job descriptions for each position.
- Include key responsibilities, qualifications, and any other pertinent details.

#### 2. Design Social Media Graphics:

- Create visually appealing graphics to accompany job postings.
- Ensure consistency in branding and messaging across all social media platforms.

#### 3. Develop Posting Templates:

- Prepare templates for job vacancy announcements to be used on different job boards and social media platforms.

#### 4. Coordinate with HR and Recruitment Team:

- Ensure all team members are aligned on the announcement schedule and their roles.
- Finalize the approval process for job descriptions and postings.

#### 5. Set Up Job Application Portal:

- Ensure the company's website is ready to accept job applications.
- Test the application process to ensure it is user-friendly and functioning properly.

#### 6. Compile Salary Ranges and Benefits Information:

- Define and document salary ranges for each position.
- Prepare detailed information about the benefits offered by the company.

#### 7. Create FAQs for Applicants:

- Prepare a list of frequently asked questions and answers to help candidates understand the application process and job roles.

#### 8. Establish a Communication Plan:



- Develop a strategy for responding to candidate inquiries promptly.
- Designate team members to handle specific types of questions or issues.

**9. Review and Approve All Content:**

- Conduct a final review of all job descriptions, social media graphics, and posting templates.
- Obtain necessary approvals from relevant stakeholders.

**10. Plan Announcement Schedule:**

- Confirm the timing of job vacancy announcements across all platforms.
- Ensure that all team members are aware of the schedule and their responsibilities.

**1. Before Tests:**

1. **Day 1:** Ensure all tests and interview materials are prepared and organized.
2. **Day 2:** Communicate testing details and instructions to candidates.

**2. Before Interviews:**

1. **Day 6:** Review test results and shortlist candidates for interviews.
2. **Day 7:** Prepare interview questions and panel members.

**3. During Hiring Process:**

1. **Day 8-10:** Conduct interviews and compile feedback.

**4. After Interviews:**

1. **Post Day 10:** Finalize hiring decisions, prepare offer letters, and handle salary negotiations.

**5. Social Media and Website Updates:**

1. **Throughout:** Regularly update social media with reminders about the application deadline and any other relevant information.

**6. Salary Details:**

1. Include a statement in the job postings indicating that the salary is negotiable and will be discussed during the final stages of the hiring process.

This schedule provides a comprehensive plan for the hiring process, including additional tasks to ensure all aspects are covered, from job posting to final hiring decisions.