CEO RECRUITMENT PROCESS – COUNCIL RESPONSIBILITIES

VACANCY OCCURS	➢ Have you got a succession plan? ➢ Are your documents ready (job description / selection criteria / key performance indicators)? ➢ Will there be a handover period?	START
CONVENE A COUNCIL MEETING	➢ If there is a gap between Chief Executive Officers and the council does not have a deputy CEO, the council will have to appoint an acting CEO for a specified term.	IDEALLY WITHIN TWO WEEKS
REVIEW JOB DESCRIPTION	➢ Outline the key aspects of the role and the knowledge, skills, experience and qualifications required. ➢ Ensure the duties and responsibilities are current and appropriate for the needs of the council and community. ➢ Agree on remuneration / salary package (an approved range may give council flexibility to negotiate with the successful applicant).	JOB DESCRIPTION, SELECTION CRITERIA, ADVERTISING, RECRUITMENT PANEL & HR CONSULTANT SHOULD IDEALLY BE SETTLED WITHIN FIVE WEEKS OF BEING AWARE OF VACANCY
DEVELOP SELECTION CRITERIA	➢ What sort of CEO does the council need at this time? ➢ What are the essential skills and attributes required for the position, the council and its community at this time?	
SELECT A RECRUITMENT PANEL	➢ Put together a recruitment panel. Too many panel members makes it hard to get everyone together and may be intimidating for applicants, however consider panel diversity, representation and make sure panel members are available. ➢ Include at least one person who is independent from council.	
ENGAGING A HR CONSULTANT?	➢ Do they understand the sector? Do they have good references? Be clear on the role of the consultant. ➢ A consultant can advise and assist, but does not make the decision about which applicant should be chosen.	
ADVERTISE THE POSITION	➢ Consider a diverse range of public advertising methods and platforms, as well as having it advertised in a newspaper that is circulated in the area. ➢ Include the job description, selection criteria, remuneration package, term of contract and closing date.	POSITION ADVERTISED WITHIN SIX WEEKS OF THE VACANCY OCCURING
CONSIDERING APPLICATIONS	➢ The panel should consider all applications and determine who best fits the selection criteria. ➢ Referees for the most suitable applicants should be contacted. ➢ Seek referees for previous relevant positions and if required, ask for further referees. Best practice is for the whole panel to talk to referees together. ➢ Interview best applicants – face-to-face is always best.	PANEL MEETS AS SOON AS POSSIBLE AFTER THE CLOSE OF APPLICATIONS
RECOMMENDATION TO COUNCIL	➢ Panel makes a recommendation to council for resolution. ➢ Council finalises the contract, including terms and conditions, key performance indicators, performance review process and remuneration package.	WITHIN THREE WEEKS OF APPLICATIONS CLOSING IF POSSIBLE
CLOSE THE DEAL	➢ Council agrees contract terms with successful applicant and signs off on contract. ➢ Council to consider if current or acting CEO should be extended to fill gaps and enable handover.	CONFIRM START DATE