

APPENDIX 2: PROCESS FOR APPOINTMENT OF EXECUTIVE ROLES WITH TIMETABLE

Preparation stage

Prepare job descriptions

Seek and appropriate recruitment agent to advise on the timetable for recruitment of the Chief Executive and the Chief Officers

Consult HR Committee to clarify process and requirements for interview

Work with recruitment agent to clarify requirements and how to approach the candidate market most effectively with a compelling proposition in a challenging recruitment market; The timetable below is designed to take 8-10 weeks.

Prepare advert (Weeks 1-2)

- Build a fully accessible microsite as part of the attraction proposition linked to the Council's website, and prepare any advertising and social media activity;
- Create materials for attracting candidates to Havant Borough Council (area profile, video by Leader etc.
- Agree a robust interview process which avoids unconscious bias including agreeing the appropriate evaluation methods (presentation, assessment, team exercise, Cabinet / Leader interview, meet the Management Team etc)
- Create a 'target map' of potential sources and candidates for the roles based on the Council's requirements including advert and direct contacts

Search & longlist (Weeks 3 – 5)

- Qualify the credentials of candidates wishing to proceed, helping them better understand the reason they have been contacted and the strength of fit and potential within the role; helping to overcome possible blockers or barriers by reviewing their expressions of interest
- Obtain recommendations from candidates not proceeding with the role;
- Evaluate the level of interest for the roles.

Create shortlist (Week 6)

- Create a graded longlist (first pass "sift") for the role identifying motivation, fit, professional expertise and relevant track record;

- CEX, Leader and Chair of HR Committee to shortlist relevant candidates supported by the HR advisor;

Candidate presentation, interview & appointment (Weeks 7-8)

- Ensure that those candidates not selected are stood down with comprehensive and constructive feedback;
- Ensure those being taken forward to final Panel interview are fully briefed and understand how their particular experience is most relevant to the opportunity; recognising that different candidates have different advantages, therefore working hard to ensure equity of conditions;
- Arrange interview process to include as necessary
 - Interview questions
 - Presentation
 - Stakeholder engagement sessions (Management Team, Cabinet, key external stakeholders etc)
 - Assessment and feedback to HR Committee
- Undertake reference checks;
- Offer and appoint to role
- Maintain liaison with the appointees following successful outcome via regular aftercare meetings.