Nominations Committee - Candidate Selection Process

Stage	Actioned by	Action	Estimated time to complete

1.	NomCo Chair	1. Agree with 'customer'
		  a. The baseline requirements for the roles(s) to be filled
		  b. Timeline
		  c. Role Description, taking account of skills gaps
		  d. Advertisement contents
		  e. Application Form
		  f. Top two competencies (typically two) including level required, for the short-listing process
		  g. Other competency weightings for the Detailed Scoring Assessment
		  h. The target size of the shortlist (typically 30), interview list, and relevant guidance
		  i. Any process simplification required for the assignment
		2. The 'customer' is, usually, the recruiting board/committee
		3. Clarify if email submission can be used if the submission system is not available
			2 weeks

2.	1. NomCo Secretary 2. NomCo Chair	1. Advertise the role(s) making clear the date by which applications should be received by NomCo and what is required (i.e., completion of application form and provision of two-page CV) 2. Identify a two-person assessment team for the pre-filtering, if applicable	4 weeks or more as agreed
3.	NomCo Secretary	3. Collect applications 4. If the number of applications is less than the agreed shortlist size (this would typically be 30), proceed to Stage 5	
4.	1. Two-person assessment team 2. NomCo Chair	1. Pre-filter the entire candidate list using the agreed top two competencies to identify the shortlisted candidates 2. Identify any other suitable roles for the unsuccessful candidates 3. Inform unsuccessful candidates of their application status	1 week
5.	NomCo Chair	1. Review progress to date and agree on the shortlisted candidate list for the Detailed Scoring Assessment 2. Invite NomCo Members (typically 6) as the assessors for the detailed assessment	1 week
6.	NomCo Members	1. Each undertakes the Detailed Scoring Assessment for the short-listed candidates 2. Consolidated the results from each assessor into a 'Candidate Ranking list' 3. Review the 'Candidate Ranking list' to determine the final interviewees, comparing them with the Role Description	2-3 weeks
7.	NomCo Chair	1. Agree on the final interviewee list based on the overall group assessment of ranking scores, skills, and backgrounds 2. Invite the customer, NomCo Member (typically 1), and any other stakeholder (as needed) as the interviewers, together with NomCo Chair 3. Agree on the interview questions 4. Identify any other suitable roles for the unsuccessful candidates 5. Inform unsuccessful candidates of their application status	1 week
8.	NomCo Secretary	1. Arrange and invite candidates and interviewers for the interviews	
9.	Interviewers	1. Undertake the interviews and complete the Candidate Assessment forms for each interviewee 2. Review interview results and agree on the selection of the successful candidate(s) and reserve list	1-2 weeks
10.	NomCo Chair	1. Update NomCo members on the interview results 2. Notify Trustee Board, and seek ratification as required 3. Inform and confirm with the successful candidate(s). If the successful candidate(s) decline the offer, activate the reserve list in consultation with the customer and NomCo Members. Repeat this step as needed 4. Identify any other suitable roles for the unsuccessful candidates 5. Inform unsuccessful candidates of their application status	1-2 weeks
11.	NomCo Members	1. Review the Candidate Selection Process and amend if necessary	