

The Recruitment Process

The main steps in the recruitment process for all Board and Committee vacancies are as follows:

1. On identification of a forthcoming vacancy the job description will be created or updated as necessary. Included in the job description will be the nature of the role, any essential and desirable experience and attributes and the time commitment.
2. The most appropriate media for advertising the vacancy will then be considered e.g. Journal/Financial Solutions and CII/PFS Xpress for CII member vacancies and/or The Times Public Agenda or Metro for nationwide advertisements.
3. An appropriate advertisement will be drafted and dates of publication ascertained.
4. A timeline will be drawn up from first publication, through administration of the responses, management of the acknowledgements and sending of information packs, short-listing, candidate liaison, interviewing, letters to applicants, Nominations Committee review and recommendation to the Board for final approval.
5. An interview panel will be convened.
6. When appointing a Chairman of a Committee the panel should include where possible:
 - A member of staff from the appropriate department ie Secretariat for Disciplinary and Appeals, Exams for QEAC
 - Two members of the CII Board.

When appointing a member of the Board/Committee, the panel should include where possible:

- The Chairman of the respective Board or Committee.
 - A member of staff from the appropriate department e.g. Secretariat for Disciplinary and Appeals, Exams for QEAC.
- 7 Following conclusion of the interview a report to the Nominations Committee is prepared with the recommendation of the interview panel.
 - 8 Following consideration by the Nominations Committee a recommendation is made to the Board of the CII who make the final appointment decision.