

## The Recruitment Process

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

1. On identification of a 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/FS and CII Xpress emails/MyPFS emails for CII member vacancies and/or The Times On-line or Charity Jobs 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 recommendations for Committee Chairmen 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 i.e. Legal & 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. Legal & Secretariat for Disciplinary and Appeals, Exams for QEAC
7. Following conclusion of the interview for Committee Chairmen 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.
  9. Recommendations for Committee appointments are made directly to the CII Board by the Chairman of the interviewing panel.