



Canoeing Ireland

CEO Recruitment Process

	Item	Responsible Person(s)	Actions	Timeline
1	<p>Overview of Process</p> <p>Clear criteria will be established for the recruitment and selection of CEO before the recruitment procedure is embarked on.</p> <p>If no candidate is deemed suitable upon completion of the recruitment process, then the role will be re-advertised within 3 months of the decision not to make an appointment.</p>	Board	Submitted for Board review and also reviewed by Graphic HRM	Completed
2	<p>Generate Job Description</p> <p>Develop comprehensive job description identifying key requirements required for the role.</p>	CEO	Submitted for Board review and also reviewed by Graphic HRM	Completed
3	<p>Compose Advert</p> <p>Position to be advertised will have a job description and person specification prepared before the position is advertised.</p>	CEO	Submitted for Board Review	Completed
4	<p>Publish Advert</p> <p>The advertisement will normally have a closing date of at least two weeks from date of first publication.</p>	CEO	Published following approval by Graphic HRM	Completed
5	<p>Receive Applications</p> <p>The closing date will be strictly adhered to. If there are any exceptional circumstances, these will be documented and communicated to the President if any divergence from this rule is considered appropriate. The President's approval will be required for any change to this rule.</p>	CEO	Received and acknowledged	Completed

6	<p align="center">Review Applications</p> <p>The CEO will provide a list of applicants with the agreed screening and short-listing criteria on a spreadsheet. A copy of the job advertisement and job description will also be placed in this file to assist those doing the screening and shortlisting.</p>	President, Secretary, CEO	Review Applications	Underway
7	<p align="center">Shortlist</p> <p>The President, Secretary & CEO will screen and shortlist and will sign off the agreed screening and short-listing outcomes. The CEO will inform candidates who it is decided not to call for interview.</p>	President, Secretary, CEO	Shortlist	w/e 17/8/18
8	<p align="center">Interview</p> <p>The CEO will invite short-listed applicants to an interview.</p> <p>The CEO will ask those attending the interview to prepare in advance an example of a written report.</p> <p>An Interview Panel will be established.</p> <p>The Interview Panel will use the person specification and related scoring to arrive at an agreed scoring of candidates.</p> <p>At the end of their deliberations the Interview Panel will have completed the following:</p> <ul style="list-style-type: none"> - The record of the Panel's scoring. - Brief comments on each candidate to support the Panel scoring. - A completed and signed Selection Panel report. 	Panel – President, Secretary, CEO, SI nominee, FIS nominee	Templates supplied by Graphic HRM	w/c 17/9/18
9	<p align="center">Report</p> <p>A completed and signed selection report is issued to the Board for approval and adoption.</p>	Board to accept report	Prepare and Issue Report	w/e 21/9/18

10	<p align="center">Decision</p> <p>Board majority agreement to recruit successful candidate.</p>	Board	Board Agreement	w/e 21/9/18
11	<p align="center">Offer Position</p> <p>Unsuccessful candidates at interview will be written to following the interview and informed of the Panel's decision by the incumbent CEO.</p> <p>The President will write to the successful candidate to inform him/her of the recommendation of the interview panel and detailing the further processes in the selection procedure.</p>	President, CEO	Inform interviewees	
12	<p align="center">Appointment</p> <p>The following information will be sought from successful candidate:-</p> <p>a. References will be sought from stated referees.</p> <p>b. The original certificates / parchments of all the major qualifications, particularly those relied on for screening and short listing purposes will be sought and copied by the CI office and originals returned.</p> <p>c. The individual's birth certificate. Copies will be made by the CI office and the originals returned.</p> <p>d. A medical report. The completed medical report will be held on the individual's personal file in a sealed envelope on the outside of which will be noted the date of the medical examination and confirmation that the individual has been judged fit for duty.</p> <p>e. Driving Licence will be sought and copied by the CI office.</p> <p>f. Canoeing Ireland Garda vetting</p>	President, SI Nominee, FIS Nominee	<p>Issue letter of Offer subject to receipt of supporting documentation.</p> <p>Issue Job Contract</p>	+6 months
13	<p align="center">Probationary Review</p> <p>A review will be conducted within 6 months of date of commencement.</p>	President, SI Nominee, FIS Nominee	Conduct Review	Before 6 months

14	<p style="text-align: center;">GDPR</p> <p>The CI office will retain the following information following the completion of the interview on a file which is filed away for 12months from the date of the interview:-</p> <ul style="list-style-type: none"> a. A copy of the job advertisement b. A copy of the job description c. Original application forms of all candidates (the original copy of the successful applicant(s) will be retained on their personal file) d. A copy of the person specification and suggested leading questions. e. A copy of the agreed candidate scoring of the Panel. <p>The signed copy of the Interview Panel's decision will be retained in a master file.</p>	Secretary	Document Retention	
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