

Programme Board – Shetland Merger Project

Committee	Programme Board
Subject	Recruitment process for Principal/CEO Designate
Action requested	<input type="checkbox"/> For information only <input checked="" type="checkbox"/> For discussion <input checked="" type="checkbox"/> For recommendation
Brief summary of the paper	A draft design for candidate recruitment two-day process
Resource implications [if yes, please provide detail]	Yes A candidate budget has been identified and approved by Scottish Funding Council which will need to be supplemented by local funds if a comprehensive candidate experience is to be developed.
Risk implications [if yes, please provide detail]	Yes Attracting candidates is a process that ends only when an offer of appointment is accepted, so the interview process needs to give candidates a comprehensive and positive overview of the role and of Shetland.
Date paper prepared	30-May-19
Date of committee meeting	30-May-19
Author	Ruth Campbell
Equality and diversity	No
Status	Non-confidential
Freedom of Information Can this paper be included in 'open' business?*	Yes

1. Outline schedule for candidates and participants

	4th July					5th July					
	9am-11am	11am-1pm	1pm-2pm	2.30pm-3.30pm	4pm-5pm	9am-10am	10.30-11.30am	12noon-1pm	1.30pm-2.30pm	3pm-4pm	4.30pm-5.30pm
Candidate 1				Exercise	Board event	Panel Interview	Staff group	Student group	Freedom of Shetland		
Candidate 2				Exercise		Student group	Panel Interview	Staff group	Freedom of Shetland		
Candidate 3	Scalloway campus tour	Lerwick campus tour	Stakeholder lunch, Museum?	Exercise		Staff group	Student group	Panel Interview	Freedom of Shetland		
Candidate 4				Exercise		Freedom of Shetland			Panel Interview	Staff group	Student group
Candidate 5				Exercise		Freedom of Shetland			Student group	Panel Interview	Staff group

Board-panel	Formal interview 1 hour, structured questions and scoring
Board event	Informal, feedback to panel
Student group	Informal structured discussion, questions and scoring
Staff group	Informal structured discussion, questions and scoring
Freedom Tour	Staff member trained tour guide using hired people carrier