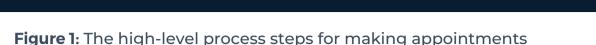
Te mahere ripo | Appointment flowchart





Planning appointments

- **1.** Department monitors terms of appointment, ensuring timely process given for recruitment
- 2. Confirm board skills profile, position description and fees with Minister and Chair
- **3.** Seek agreement from responsible Minister on recruitment approach and skills required

If a reappointment, ask candidate to update CV, complete new declaration and proceed to briefing responsible Minister for consultation.

APH process includes reappointments

- *If a fee review is required, you need to commence an aligned process and may need to adjust the timeline.
- **Advertisements in this diagram refer to Channels available.

Recruiting candidates

- **4.** Prepare inclusive role descriptions and advertisement
- **5.** Start recruitment using relevant channels and engage early with nominating agencies**
- **6.** Process and carry out initial assessment of applications (long listing)

Note: this process doesn't take into account other requirements from legislation such as consultation.

Assessing candidates

- 7. Further assessment of candidates and provide shortlist to Minister.
- **8.** Minister approves shortlist.

If candidate numbers are inadequate, revise and increase advertising channels

- 9. Complete background checks. 10. Interview candidates.
- **11.** Brief minister on recommended appointments and fees (Cabinet Fees Framework)*.
- **12.** Complete referee checks and check interests.
- **13.**Department drafts APH paper.

Start APH process if required. If APH process not required, go to Step 17. **14.** Minister's office completes Ministerial consultation and then signs and lodges paper with Cabinet Office.

Appointing candidates

- **15.** APH considers paper. Minute confirmed at next Cabinet meeting.
- **16.** Appointment process proceeds. If no agreement, discuss next steps with Minister.
- 17. Department prepares appointment papers for Ministerial or other appointer
- **18.** Inform unsuccessful candidates and provide feedback to nominating agencies.
- **19.** Public announcement of appointment.
- **20.** Department and Chair organise appropriate induction.