

	Gasóga na hÉireann/Scouting Ireland			
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	Source: National Management Committee			
Scouting Ireland – Chief Executive Officer Recruitment Policy				
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1. The management of the recruitment of a Chief Executive Officer for Scouting Ireland will be carried out by the National Secretary, with the support of an independent consultant who will chair all interview panels and review meetings. This will ensure best practice and transparency at all times.
2. This selection process will be in line with procedures already adopted within the association.
3. This will be a 5 stage process, summarised as follows;
 - a. Planning & Preparation
 - b. Short-listing the candidates for interview.
 - c. First interview
 - d. Second interview
 - e. Third Interview
 - f. Ratification of selected candidate by NMC

Planning & Preparation

1. Prior to the start of the recruitment process, the job specification including a list of required skill sets, will be presented by the National Secretary to the NMC for approval.
2. The position will be advertised in the national newspapers and the association's website and cv's will be sent directly to the consultant's office by the candidates.
3. The interview panel used for the various interviews will be approved by the NMC and will consist of the following members; (Note not all will be involved in any one stage of the interview process)
 - a. Independent Consultant – Chairperson
 - b. National Secretary

- c. Chief Scout
- d. Two co-opted members.
- e. Hr Consultant
- f. Other members of the NTPIC who are not one of the individuals listed above.

Short-listing Candidates for Interview

1. The consultant will chair an initial review of all the cv's received by the closing date, together with two co opted members of the Change Management Team, in order to narrow down the list to those who will be interviewed.
2. This list, together with selected cv's will be sent to members of the interview panel by the Chairman.

First Interview

1. Interviews will be carried out under strict protocols as follows;
 - a. The Chairman will distribute cv's and blank interview scoring sheets before the interview takes place and in sufficient time to review the cv's.
 - b. The interview panel for the first interview will be
 1. The Hr Consultant,
 2. National Secretary,
 3. Independent Consultant
 4. Two Co opted members.
 - c. During the interview each panel member will take notes and score candidates on the scoring sheets, under agreed headings. These sheets will not be shared with other panel members at any time during the interview process.
 - d. The Chairman will collect all the completed and signed scoring sheets after each interview but will not aggregate the scores until after all interviews have been completed.
 - e. A discussion may take place after the Chairman has collected all the sheets but will preferably not take place until after all interviews have been completed.

- f. When all interviews have been completed the Chairman will aggregate the scores on a summary sheet and announce them to the panel members. A further discussion may then take place but the scores will be final and panel members may not change their scores.
- g. In the event of a tied score the Chairperson may use his casting vote but this should only happen after a round table discussion with the panel members.
- h. The Chairperson will clearly explain the above process to all panel members, including the requirement for strict confidentiality, prior to the start of the first interview.
- i. The above interview process will also be strictly adhered to in the event of second or subsequent interviews.

Second Interview

1. The candidates chosen for a second interview will be informed by the Chairman and given sufficient notice of the interview date, time etc.
2. The interview panel for the second interview will be as follows;
 - a. Chairperson – Independent Consultant.
 - b. Chief Scout.
 - c. National Secretary.
 - d. Chief Commissioner Youth Programme
 - e. Chief Commissioner Adult Resources.
 - f. National Treasurer
 - g. Chairperson of NSRAP
3. The interview process will be carried out in strict compliance with the protocols as detailed in section 9 above.
4. The candidates may be asked to make a short presentation to the panel on a subject agreed by the panel. They will be informed of this requirement when being informed of the interview details.
5. Psychometric testing will also take place at this stage.

Third Interview

1. The number of candidates will be reduced. Again.
2. The candidates chosen for a third interview for will be informed by the Chairman and given sufficient notice of the interview date, time etc.
3. The interview panel for the Third interview will be
 - a. The Chief Scout,
 - b. National Secretary,
 - c. Independent Consultant
 - d. Two Co opted members.
4. The interview process will be carried out in strict compliance with the protocols as detailed in section 9 above.

NMC Ratification

1. The successful candidate name and summary details will be brought to the NMC for final approval.
2. The successful candidate will not be informed of their success until NMC ratification has taken place.

Note:

All interviews records including notes, scoring sheets, aggregate scoring sheets etc will be held by the consultant and will only be returned to the Nation Secretary after the chosen candidate has accepted the position of CEO in writing.

Guidelines for current members of the NMC

1. If the National Secretary intends to apply for the role he would be expected by the NMC to remove himself completely from the process and should consider his position as a National Officer during that process. The process would deem to have started for him when this document is approved by the NMC.
2. If any other National Officer intends to apply for the role they too must step aside from any discussion on the role commencing with the NMC in which the review document is presented.

3. If any member of the NMC were to apply, they again should remove themselves from meetings where the issues are discussed commencing with the NMC in which the review document is presented.
4. If any candidate were to make contact directly or indirectly with a member of the Interview panels or the NMC to canvas for support they would disqualify themselves from the selection process.

Interview process

The above process will be notified to all candidates before the interview process commences.