

Process Overview



MILESTONES



Recruitment Requirements and Reappointments

01

Recruitment needs are assessed by chairs. Vacancies arise when current members resign mid-term, do not seek reappointment, have reached their term length or reappointment is not recommended.

Recruitment Profiles

Each agency has its own recruitment profile that gives potential applicants information about the agency's function, member responsibilities and recommended qualifications and experiences.

Application Period

03

Vacancies for public members are advertised to the application and public through a variety of channels. Applications are received through the City's recruitment system.

Shortlisting

Agency chairs receive each application and create a recommended shortlist of candidates.

Presentation of Membership Reports and Recommended Shortlists

Agency chairs present membership reports to the Standing Committee. The report evaluates each member and provides reappointment recommendations for those eligible. The Chair presents the recommended shortlist to the Standing Committee for approval and the Standing Committee may amend the shortlist at their discretion.

Interviews

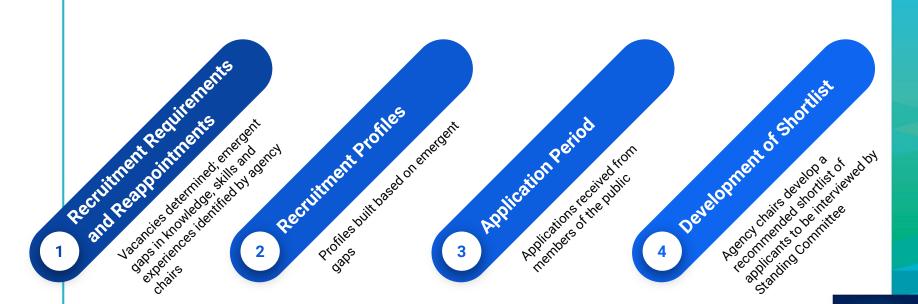
Shortlisted candidates are interviewed by the Standing Committee. Administration provides a list of interview questions to the Standing Committee for refinement. Immediately following the interviews, the Standing Committee selects candidates to be recommended for appointment.

Appointments

The Standing Committee's appointment recommendations are given to City Council as the decision making body.

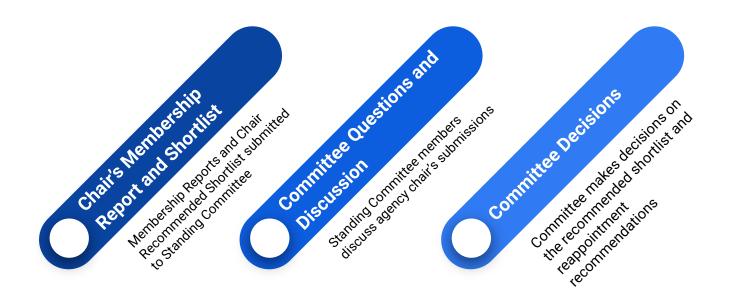
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Completed steps



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Today | Membership Report and Shortlisting





Next Steps

