Te mahere ripo | Appointment flowchart



Figure 1: The high-level process steps for making appointments and reappointments to Crown entity and government boards.

appointments **Planning**

- 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.

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

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)

Assess the need for National Security Screening

- 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 disclosure of 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. APH 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

Enter appointee information into **AppointNet**

20. Department and Chair organise appropriate induction

> Inform PSC of any new Crown entity appointments & liase with PSC for induction