

**The Proposed Selection Process**

<b>Process</b>	<b>Proposals for discussion and/or options</b>
Agreement of the job description and person specification.	1. Proposed job description and person specification (Appendix Eight).
Advertisement placement	1. Published in Municipal Journal 2. Executive Search: Penna.
Application process	1. Application Form 2. Micro-site
Process of long listing	Penna and professional advisor to summarise applications and make recommendations for long list to the Committee.
Long listing assessment.	Interview with Penna and professional adviser.
Process of short listing	Penna and professional advisor to summarise technical interviews and make recommendations for short list to the Committee.
Selection day(s)	<p><b>Informal options:</b></p> <ol style="list-style-type: none"> <li>1. Meeting with Elected Members, Partners and Senior Managers: joint or separate meetings.</li> <li>2. Lunch reception with Elected Members, with options to include Partners and Senior Managers.</li> </ol> <p><b>Formal options:</b></p> <ol style="list-style-type: none"> <li>1. Group exercise (all candidates).</li> <li>2. Partner interview panel or separate interviews on specific areas of person specification.</li> <li>3. A pre-prepared presentation.</li> <li>4. One to one meeting with Group Leaders.</li> <li>5. Final Elected Member panel interview with presentation (day two).</li> </ol> <p>Optional de-selection at end of day one.</p>