

Use this checklist before beginning a corporate governance recruitment process to clarify what the organisation needs, what type of appointment is appropriate and how the search should be approached.

1. Hiring Reason

What has triggered the need?

- ☐ Replacement
- ☐ Growth
- ☐ Increased governance workload
- ☐ Regulatory change or increased scrutiny
- ☐ Governance restructure
- ☐ Succession planning
- ☐ New board or committee requirements
- ☐ Other:

What problem does this appointment need to solve?

What should be different 12 months after the appointment?

2. Governance Capacity

Where is the current gap?

- ☐ Board and committee support
- ☐ Company secretarial work
- ☐ Governance frameworks and controls
- ☐ Regulatory governance
- ☐ Corporate reporting
- ☐ Listed-company governance
- ☐ Entity management
- ☐ Governance leadership
- ☐ Team capacity
- ☐ Other:

Do we need additional capacity or more senior capability?

- ☐ Additional capacity
- ☐ More senior expertise
- ☐ Both
- ☐ Not yet clear

Could the requirement be met by restructuring or developing the existing team?

- ☐ Yes
- ☐ No
- ☐ Needs review

3. Appointment Type

- ☐ Permanent hire
- ☐ Interim appointment
- ☐ Fixed-term appointment
- ☐ Consultancy support
- ☐ Not yet decided

What level of responsibility is needed?

- ☐ Lead the governance function
- ☐ Manage an area or team
- ☐ Provide experienced delivery support
- ☐ Provide additional junior or mid-level capacity
- ☐ Not yet decided

Likely role / seniority:

FILLABLE LINE

4. Agree the Recruitment Parameters

Budget / salary range:

Preferred start date:

Location / working pattern:

Who will own the recruitment internally?

Who needs to approve the appointment?

Is confidentiality required?

- ☐ Yes
- ☐ No

5. Plan the Search

How will suitable governance professionals be reached?

- ☐ Direct advertising
- ☐ Existing networks
- ☐ Specialist governance recruiter
- ☐ Targeted search
- ☐ Confidential search
- ☐ Combination

Is the required experience likely to be difficult to find?

- ☐ Yes
- ☐ No
- ☐ Unsure

Are there particular sectors, organisations or backgrounds worth targeting?

Target recruitment launch date:

6. Prepare the Recruitment Materials

Once the role and search approach are agreed:

- ☐ Prepare a role-specific Job Description
- ☐ Agree the essential and desirable candidate requirements
- ☐ Prepare consistent Interview Questions
- ☐ Agree who will conduct each interview stage
- ☐ Confirm the recruitment timetable
- ☐ Confirm who will make the final appointment decision

7. Ready to Recruit

Before going to market, confirm:

- ☐ Business need agreed
- ☐ Governance capability gap identified
- ☐ Appropriate role and seniority agreed
- ☐ Employment model agreed
- ☐ Budget approved
- ☐ Recruitment approach agreed
- ☐ Job Description prepared
- ☐ Interview Questions prepared
- ☐ Recruitment ownership agreed
- ☐ Timetable agreed

Additional notes: