# Board Appointment Process

### SCOPING
Ministry identifies board's needs (with input from the Chair and other stakeholders as appropriate).

### PLAN APPOINTMENT APPROACH
Ministry plans approach to appointments, including required skills/experience and proposed search process (open vs targeted). Advice drafted for Minister's consideration.

**Ministerial decision required**

### RECRUITMENT
Candidates recruited via advertising, nominations from the Minister's Caucus colleagues and nominating agencies, and other sources, such as networks

**Minister provides names of any candidates and seeks nominations from colleagues**

### SHORTLISTING
Proposed shortlist of candidates for interview is identified and provided for Minister's consideration.

**Ministerial decision required**

### RECOMMENDED APPOINTEES IDENTIFIED
Interviews and due diligence checks carried out. Recommended appointee(s) provided for Minister's consideration.

**Ministerial decision required**

### CONSULTATION
Ministry prepares draft APH Cabinet paper to assist with Ministerial consultation.

**Minister consults with colleagues**

### CABINET PROCESS
Proposed appointment(s) considered by APH Committee and Cabinet.

**Minister presents proposed appointment(s) at APH**

### APPOINTMENT DOCUMENTATION PREPARED
Letters and notices of appointment prepared to finalise appointments.

**Minister signs appointment documentation *OR* forwards to Governor-General**

**APPOINTMENT FINALISED**