

Recruitment Timeline

CEO – City of Adelaide

April 2024

Recruitment Stage

Defining Success

- Workshop with Councillors to discuss brief for their next CEO
- Davidson develop key documents for search (Adverts, Candidate Success Profile)
- Davidson commence market research and talent mapping.

4 Week Advertising and Targeted Search Campaign

- Online Advertising 'go live'.
- Davidson confidential identification and engagement with targeted executives.
- Davidson to meet with prospective candidates and commence application screening (resume, phone, virtual).
- Applications close.

Davidson Interviews / Assessment

- Davidson to meet with selection panel to discuss longlist including a list of all applications before progressing.
- Davidson to complete initial interviews.
- Shortlisted candidates complete video introductions.

Shortlist Meeting with Selection Panel

- Davidson to meet with Subcommittee to present Shortlisting report including recommendations for interview and full applicant list (2 Hours required).
- Selection Panel to confirm who will progress through to first round interview.

First Round Panel Interviews with Selection Panel

- Full day panel interviews with the sub committee.
- Sub committee to determine preferred candidates to progress to 2nd round interview with full council.

Second Round Panel Interviews with Full Council

Finalise Appointment

- Davidson to complete professional reference checks.
- Davidson to finalise all probity including criminal history check, right to work and qualification checks.

CEO Appointment and Announcement

- Contract executed with preferred candidate
- Special meeting to endorse appointment
- Coordinate CEO appointment announcement and start date