

Chair & Vice-Chair Recruitment Process for BCR Committees

*Project Managers (Internal & External), Committee Leadership, Administrative Coordinators, Directors of Portfolios.

Initiation

1. Identify recruitment needs and position requirements

2. Publish the position and collect applicant information

Recruitment process

3. Screen applications against criteria and select top candidates

4. Arrange interviews with a selection panel

5. Conduct interviews and record notes

Candidate selection

6. Assess candidates using an evaluation matrix

7. Select the most appropriate candidate

Finalization

8. Extend an offer and proceed with onboarding or consider alternative candidates

9. Inform BCR network on elected chair/vice-chair

10. Send rejection email to unsuccessful applicants

