



Chief Executive Officer (CEO) Recruitment

10 Tips for Boards

SUCCESSION

- 1 Document and regularly review the CEO succession plan owned by the Board
- 2 Develop forward-looking succession criteria with the CEO to:
 - Identify talent pools internally and externally
 - Establish leadership development programmes for internal candidates
 - Develop an assessment process
 - Conduct due diligence on potential candidates
 - Build development and transition plans
- 3 Consider a board sub-committee to oversee succession planning and recruitment

RECRUITMENT

- 4 Create a CEO profile driven by the strategic goals and priorities of the company/organisation
- 5 Decide on either:
 - A selective recruitment approach targeting candidates identified in succession planning; or
 - An open approach with wide advertising
- 6 Through a range of tools (interviews, personality/aptitude tests, reference checking, meeting with the board) consider: can candidates do the job? Will they do the job? Will they fit?
- 7 Undertake thorough due diligence of the candidates, including cross-checking information, internal relationships, brand reputation and social media profile

APPOINTMENT

- 8 Clearly define the terms of appointment in writing
- 9 Agree on the tenure of the CEO with genuine reasons required for a fixed-term contract
- 10 Address remuneration (and structure), termination conditions and restraint of trade provisions