

## Timeline

Timeline	
6 October	Email to ELT with update, position description, recruitment process and timeline
8 October	Position description sent out for consultation <ul style="list-style-type: none"> <li>• MIT Rūnanga, Te Tira Kāpuia, Te Rōpū Mataara Leadership</li> <li>• Waikato Tainui &amp; Ngāti Whātua Ōrākei</li> <li>• Faufautua Fono &amp; Pacific Community Komiti</li> </ul>
11 October	Position description sent out for consultation to all staff and relevant Te Pūkenga senior members
18 October	Consultation concludes on the position description (11am Monday 18 October)
18 - 19 October	Collate feedback and outcome to consultation for Board's consideration
20 October	Meeting of Board's CE People & Culture Committee to finalise the position description and commence recruitment
25 October	Recruitment process commences (3 weeks)
12 November	Advertising closes
15 - 17 November	Shortlisting commences
18 November	Shortlist presented to the Board's CE People and Culture Committee
22 - 26 November	Interviews commence with shortlisted candidates
29 November	Preferred candidates identified from first interview
1 - 10 December	Second interviews and whanaungatanga conducted as per the recruitment process
13 December	Preferred candidate recommendation goes to Board for approval
20 December	Offer made to preferred candidate

## **Recruitment Process**

The recruitment process will follow the following steps:

### **1. Selection and Search Process**

The search and selection process will be overseen by Amy Tea from Amy Tea Consulting. She will work directly with the CE Committee from the sign off of the final position description. Search will include

- a. Internal advertising on MIT/Unitec Careers Page.
- b. For MIT these pages are linked to LinkedIn
- c. An internal network search. This will form three parts:
  - i. Internal staff of MIT/Unitec sharing the advertisement
  - ii. Board Members speaking with their networks
  - iii. Relevant Iwi and community partners being contacted.
- d. Amy Tea Consulting will also commence a search and selection process

The process will be for a minimum of 3 weeks with a review for a further 3 weeks.

### **2. Shortlisting Process**

- a. Shortlisting will be done against a set of competencies approved by the Board and managed by Amy Tea.

### **3. First Interview Process**

### **4. Second Interview Process**

- a. Interview with the two preferred shortlisted candidates will be had with Gus Gilmore.

### **5. Whanaungatanga for shortlisted candidates**

- With the ELT
- With the Māori staff at MIT and Unitec, MIT Rūnanga and Te Tira Kāpuia

### **6. Selection**

- a. Recommendation is made from the MIT/Unitec Board CE People and Culture Committee to the rest of the Board for endorsement.

### **7. Appointment**

- a. Pōwhiri at each institute