

Sample Director Recruitment and Selection Process

From a Community Multi-Site Hospital with a Diverse Community

Note: the following is intended to be an example that boards should adapt to meet their individual needs.

Needs Identification		
Task (February/March)	Methods	Responsibility
1. Identification of number of new/replacement board members required	Response to resignations/review of current board profile and board evaluations - consider if incumbent should be renewed based on performance and selection criteria	Nominating Committee
2. Identification of selection criteria (i.e., skill, knowledge, experience, demographics)	Review of current board profile in context of selection criteria	Nominating Committee Subject to board approval
Recruitment Process		
Task (March, April)	Methods	Responsibility
3. Gathering names of potential candidates	Advertisements: • Print media • Community newspapers • Hospital website	Board/Nominating Committee
	Nominations	
	• Board Members	Board members
	• Medical Executive Committee	Chief of Staff
	• Board Committee Chairs	Board members
4. Initial contact with candidates	Provide information package to potential candidates (application form and duties and expectations of directors)	Board Secretary
Selection Process		
Task (April)	Methods	Responsibility
5. Short list, if required	Review CV and application	Nominating Committee
6. Interview candidates	Review relevant material, by-laws, director responsibilities, etc.	Board Chair/Nominating Committee
7. Reference follow-up	Telephone calls	Board Chair/Nominating Committee
Approval Process		
Task (May/June)	Methods	Responsibility
8. Approval by Nominating Committee and Governance Committee	Review CV/application, etc. Interview results and references. Match candidates to board needs.	Nominating Committee/Governance Committee
9. Approval by Board of Directors (May Board meeting)	Report of Nominating Committee request for approval by board	Board of Directors