

OFFICE OF THE AUDITOR GENERAL - ADVISORY ACTIVITY REPORT

TYPE OF REQUEST: Advisory to Recruitment Process for Chief Administrative Officer

DATE: July 2010 - February 2011

SYNOPSIS: The Auditor General was requested by the CAO Review Committee (Search Committee) to assist with the hiring of the Chief Administrative Officer. Due to the senior executive level of the Chief Administrative Officer's position as well as the Auditor General's experience, the Auditor General accepted the request and chose to sit in an advisory capacity as a non-voting member of the Committee.

CHRONOLOGY:

- the Auditor General attended meetings to build a picture of the skill sets and relevant experience which the prospective recruitment company should possess
- the Auditor General arranged a meeting with an external Executive Recruiter to gain additional perspective and best practices knowledge
- met with the CAO Review Committee to review applications from recruitment firms
- met with the Chair of the Committee regarding the progress with the recruitment
- attended preliminary meetings with the successful recruitment firm to reiterate the importance of the process and the value of making the ideal choice of candidate for the position of Chief Administrative Officer
- the Auditor General and the CAO Review Committee members were asked to define the role and list the responsibilities, experience and capabilities they were seeking in the top candidate
- the Auditor General, along with members of the Committee, compiled a comprehensive list of possible interview questions to help distil the relevant experience and skills of the various candidates
- the AG, along with the Review Committee members, reviewed and short-listed candidates from the applicants
- attended the preliminary round of interviews with the top 6 candidates
- attended a second round of interviews with the final 4 candidates
- met with the CAO and the top candidate as a follow-up/final assessment

NOTES:

The independence of the role of the Auditor General, years of experience and understanding of the pivotal role of the Chief Administrative Officer added to the value of the participation on the CAO Review Committee (Search Committee) as they recruited for the new Chief Administrative Officer.

In this advisory capacity relating to the recruitment process for the Chief Administrative Officer, the Auditor General spent approximately 40 hours.