

Scottish enterprise Chief Executive vacancy

Aspen Recruitment Process Overview

The information in this document gives a brief overview of the process which will be used to recruit the new Chief Executive at Scottish Enterprise.

- Briefing meeting with Chair and HR at Scottish Enterprise
This meeting is key for Aspen to gain clear understanding of the requirements of the role in order to represent the role accurately to prospective candidates as well as to clarify proposed timescales, key actions and project team.
- Attraction process
 - Advertising – online advertising with The Times and The Guardian as well as Global Scot Network and social media such as LinkedIn to ensure the role is well publicised
 - Executive search – this will focus on separate levels of activity:
 - Aspen database – we have a number of highly qualified candidates on our database and the most relevant individuals will be notified of the role. This activity will help network the role.
 - Research – proactive contact with individuals we have identified as being potentially relevant for the role through our search plan as well as individuals who have been referred to us through our networking.
 - Microsite and video – information hub for candidates from both advertising and search routes
- All search, research and advertising processes will include that we wish to reach the widest and most diverse audience possible, state we encourage candidates from all backgrounds and carry the SE recruitment standards of:
 1. Disability Confident
 2. Stonewall Scotland
 3. Age Positive Employer
 - A full equality monitoring programme will form part of the recruitment process
- Selection and assessment process
 - Initial Aspen assessment - candidates identified through the attraction process (both advertised and search) are assessed in the same manner against criteria identified in the briefing meeting and the job specification. Initial assessment of candidates by Aspen ideally takes place face to face and video conferencing / telephone if a candidate is based internationally.
 - Sift - following the initial assessment Aspen will produce a response summary listing all the applications received with snapshot information such as current role and salary along with comments and a ranking. This report will be provided to the recruitment panel to assist with their selection of candidates to progress to interviews.
 - Psychometric assessment – we would recommend that candidates selected for panel interview undertake an Occupational Personality Questionnaire (OPQ) and a senior level aptitude test.
 - Panel interview – final assessment of candidates by the recruitment panel at Scottish Enterprise with attendance and support from Aspen. We will assist with preparing bespoke questions bringing into play all available information from earlier assessment stages and results of the psychometric assessment.

- Due diligence – this will include reference taking with stated referees and will probe any issues identified during the campaign. Stated educational and professional awards will be verified with the awarding bodies.

We will also ensure that all unsuccessful candidates are provided with comprehensive feedback.