Applicants applying for pre-qualification in the sub-category of Executive Search must complete this form in full. Refer to the Scheme Rules for definitions of terms in this form and conditions relating to the Executive Search sub-category.

The completed form must be submitted with your application. All information in the form is mandatory and incomplete information may result in rejection of the application.

Please note that the NSW public sector is committed to delivering an inclusive approach in all aspects of recruitment, assessment and employment; and promotes practices that ensure accessibility and eliminate any barriers to equal participation and engagement (<https://www.psc.nsw.gov.au/workplace-culture---diversity/diversity-and-inclusion>).

|  |  |
| --- | --- |
| Name | Click Here To Enter Text |
| Organisation name | Click Here To Enter Text |
| Date | Click here to enter a date |

## Outline your organisation's skills, knowledge and expertise in undertaking executive search assignments (private or public sector) for executive roles at Band 3 and above. *[500 words or less]* Information provided should include, but is not limited to, the following:

1. the length of time the organisation has undertaken executive search
2. a list of successful executive appointments over the past 5 years at the level/s being applied for
3. the credentials of the organisation’s team
4. scope of executive search undertaken - state only, Australia wide, international
5. whether there will be a dedicated Government Executive account manager.

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| Click here to enter response (500 words or less) |

## Provide details for 3 executive search engagements undertaken by your organisation over the past 24 months.

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| **Level Two (Bands 3 and above)** | |
| **Client Company (1)** | |
| Client Company Name | Click Here To Enter Text |
| Role recruited for | Click Here To Enter Text |
| Role remuneration package | $Click here to enter number |
| Month/year search undertaken | Click here to select a date |
| Summary of Services | Click here to enter text (50 words or less) |
| Referee Details: Full Name | Click Here To Enter Text |
| Contact Number | Click here to enter number |
| Email | Click here to enter text |
| **Client Company (2)** | |
| Client Company Name | Click Here To Enter Text |
| Role recruited for | Click Here To Enter Text |
| Role remuneration package | $Click here to enter number |
| Month/year search undertaken | Click here to select a date |
| Summary of Services | Click here to enter text (50 words or less) |
| Referee Details: Full Name | Click Here To Enter Text |
| Contact Number | Click here to enter number |
| Email | Click here to enter text |
| **Client Company (3)** | |
| Client Company Name | Click Here To Enter Text |
| Role recruited for | Click Here To Enter Text |
| Role remuneration package | $Click here to enter number |
| Month/year search undertaken | Click here to select a date |
| Summary of Services | Click here to enter text (50 words or less) |
| Referee Details: Full Name | Click Here To Enter Text |
| Contact Number | Click here to enter number |
| Email | Click here to enter text |

## Outline your organisation’s understanding of the *Government Sector Employment Act 2013* (GSE) requirements for recruiting to roles, including the minimum assessment standards, outlined in the following: *[250 words or less]*

## [GSE (General) Rules 2014 - Part 3 and Part 9](https://www.legislation.nsw.gov.au/#/view/regulation/2014/65/part3)

1. [NSW Public Sector Capability Framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework)
2. [Public Service Commission's Recruitment and Selection Guide](https://www.psc.nsw.gov.au/workforce-management/recruitment/recruitment-and-selection)

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| Click here to enter response (250 words or less) |

## Provide an overview of your organisation’s search methodology (listing the stages/activities) and demonstrate how the methodology aligns to the GSE requirements for recruiting to roles. In your response you should explain the way in which you design and deliver recruitment processes to ensure the key components of the role or role type (including the focus capabilities, knowledge and experience) are assessed. *[250 words or less]*

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| Click here to enter response (250 words or less) |

## Provide examples of the reports that your organisation would provide to the Assessment Panel at different stages of the recruitment and selection process for the following role:

## Attachment 1 – Sample role Description – Chief Executive RD Band 3.

## Instructions:

## Applicants must provide example candidate reports for the role listed above as Attachment 1.

## Attach a document describing the progress in compiling the initial long list of candidates for the role.

## Attach a sample report outlining the shortlist of candidates assessed as suitable for further consideration.

## Attach a sample final report recommending one candidate for the role (that applies to your application) over two other candidates.

## The report must:

## identify the range of assessments used to assess the three candidates

## include a matrix showing candidates’ assessment results against the capabilities for the role and the candidates’ experience/knowledge requirements.

## describe how the successful candidate compared to the other two candidates and why he or she is considered to be the most suited to the role (this could be based on the assessment scores as well as their fit for the specific role).

## Describe and provide an example of how your organisation invites, responds, considers and accommodates requests from candidates for reasonable adjustments during the recruitment and selection process, in order to accommodate special needs. This may include details on how and when adjustments can be requested and the types of adjustments you make, or alternative assessment approaches you use to ensure people with disability can participate. *[250 words or less]*

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| Click here to enter response (250 words or less) |

## Outline your organisation’s approach to the management and care of candidates, including but not limited to the following: *[250 words or less]*

## candidates who do not progress to the final stages of assessment

## strategies when providing feedback to unsuccessful candidates

## people with disability or from diversity groups

## other candidate care provided.

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| Click here to enter response (250 words or less) |