

# REQUEST FOR APPOINTMENT (RFA) CHECKLIST

## INSTRUCTIONS

- Complete the parts of this checklist that apply to your situation and send it to the Board Resourcing and Development Office.
- If you require more space, attach a separate sheet.

**Freedom of Information and Protection of Privacy Act (FOIPPA)** – The personal information on this form is collected for the purpose of administering a variety of statutes that authorize the appointment of individuals to public sector organizations under the authority of section 26(a) of the FOIPPA. Questions about the collection or use of this information can be directed to the Board Resourcing and Development Office by email at [abc@gov.bc.ca](mailto:abc@gov.bc.ca) or by telephone at 604 775-2095.

### PART A – GENERAL INFORMATION

NAME OF BOARD OR PUBLIC SECTOR ORGANIZATION	NAME OF INDIVIDUAL COMPLETING THIS FORM	DATE COMPLETED DD / MMM / YYYY
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### PART B – VACANCIES (if applicable)

CURRENT/UPCOMING (enter current or upcoming, include date)	ROLE	LEGISLATIVE RESTRICTIONS RELEVANT TO APPOINTMENT TERMS	IS THE NOTICE OF POSITION (FIN 902) ATTACHED? (Y/N)	DESIRED COMPETENCIES (may describe diversity with skill set, gender, geography and/or other relevant criteria)

### PART C – UPCOMING EXPIRIES (if applicable)

UPCOMING EXPIRING POSITION (enter position and include first, middle and last name)	ORIGINAL APPOINTMENT DATE (DD / MMM / YYYY)	TERM EXPIRY DATE (DD / MMM / YYYY)	LEGISLATIVE RESTRICTIONS RELEVANT TO REAPPOINTMENT TERMS	DOES THE SKILL SET BROUGHT FORWARD BY THE APPRAISEE FIT WITH THE FUTURE NEEDS OF THE BOARD / ORGANIZATION? (Y/N)	IS THE PERFORMANCE APPRAISAL (FIN 903) ATTACHED? (Y/N)

### PART D – NEW CANDIDATES FOR CONSIDERATION (if applicable)

The Board/Organization has contacted BRDO to discuss a recruitment approach prior to contacting new candidates for consideration (Y/N):

List the name(s) of the new candidates for consideration: