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| Text  Description automatically generated | **ENVIRONMENT NAME** |

*Confidential*

**RECOMMENDATION REPORT REGARDING THE FILLING OF A ............................................................**

**IN THE ……………………. (ENVIRONMENT NAME)……………………………**

The Committee met on ............................................................................. in Office/Room

............................................................................................................................................

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| **A. Details of post and COMPOSITION OF THE SELECTION COMMITTEE** (please provide details) | | | |
| Title of post |  | Vacancy ref: |  |
| Position number |  | Job Grade |  |
| Reason for vacancy (resignation; retirement; new position) |  | Vacancy indicated on Personnel Plan (Yes/No)  If no, has approval been provided for the deviation? (Yes/No) |  |
| **ROLE** | **NAME AND SURNAME** | **ENVIRONMENT** | **DESIGNATION** |
| Chairperson |  |  |  |
| Human Resources practitioner |  |  |  |
| Employment Equity (EE) representative |  |  |  |
| Member |  |  |  |
| Member |  |  |  |
| Member |  |  |  |
| Senate member external to the faculty |  |  |  |
| Non-voting member |  |  |  |
| Secretary |  |  |  |

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| **B. ShORTLISTING meeting** | | | | | | | | | | | | | |
| Recruitment method used (standard recruitment; direct recruitment; candidate pool) | | | | | | | | | |  | | | |
| Was the meeting held? | | | | | | | | | | Yes / No | |  | |
| If yes, indicate the date when the meeting was held. | | | |  | | | | | | | | | |
| Name of EE representative present at meeting. | | | |  | | | | | | | | | |
| **EMPLOYMENT EQUITY REPORTING (All fields must be completed accurately)** | | | | | | | | | | | | | |
| Indicate whether this recommendation:  **☐** Meets EE Plan targets **☐** Deviates from EE Plan targets | | | | | | | | | | | | | |
| Is there an EE Plan for the environment? | | | | | | | | | | Yes / No | |  | |
| Was the environment equity profile tabled by the EE Representative at the shortlisting meeting? | | | | | | | | | | Yes / No | |  | |
| Did the shortlisting meeting identify the desired equity profile of the successful candidate in terms of the EE Plan? | | | | | | | | | | Yes / No | |  | |
| Did the chair explain the details of the post: grade level, contract or permanent, funding source and its envisaged continuity? In case of a contract position, was consideration given to its duration to allow potential development of candidates of the designated groups? | | | | | | | | | | Yes / No | |  | |
| **Designated candidate:** (i.e.,black [African, Coloured, and Indian] people, women and people with disabilities who are citizens of South Africa by birth or descent or who became citizens of the Republic of South Africa by naturalisation prior to 27 April 1994) | | | | | | | | | | | | | |
| If a designated candidate is not found, will a decision be taken not to fill the post? | | | | | | | | | | Yes / No | |  | |
| If a designated candidate is not found, will a decision be taken to re-advertise the post? | | | | | | | | | | Yes / No | |  | |
| **Preferred choice of the successful candidate based on the environmental EE profile** | | | | | | | | | | | | | |
| What is the agreed preferred profile of the successful candidate for this post? Please tick √ to indicate preference.  Preference 1: Preferred choice  Preference 2: Second choice  Preference 3: Third choice | | | | | | | | | | | | | |
|  | African | | Coloured | | | Indian | | | White | | | | Persons with disabilities |
|  | Male | Female | Male | | Female | Male | Female | | Male | | Female | |  |
| 1 |  |  |  | |  |  |  | |  | |  | |  |
| 2 |  |  |  | |  |  |  | |  | |  | |  |
| 3 |  |  |  | |  |  |  | |  | |  | |  |
| Indicate the efforts made by the environment to attract candidates from designated groups? | | | | | | | | | |  | |  | |
| **Advertisement and equity statement** | | | | | | | | | | | | | |
| Indicate which EE statement was selected for the advert. | | | | | | | | **✓** | | Give reason(s) why this particular EE statement was chosen. | | | |
| 1. The University is committed to employment equity (EE), and appointments will be made in line with the environment or institutional EE Plan. | | | | | | | |  | |  | | | |
| 1. The University is committed to employment equity (EE), and appointments will be made in line with the institutional EE Plan. Only South African citizens from the designated groups will be considered for appointment. | | | | | | | |  | |
| Was the position advertised internally/externally? | | | | | | | | | | Yes / No | |  | |
| Was strategic recruitment used? | | | | | | | | | | Yes/ No | |  | |

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| **C. NUMBER OF APPLICATIONS RECEIVED AND DIVERSITY OF APPLICATIONS** | | | | | | | | | | | |
|  | African | | Coloured | | Indian | | White | | Foreign nationals | | Persons with disabilities |
|  | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **D. NAME OF SHORTLISTED APPLICATIONS AND DIVERSITY OF CANDIDATES/ DIRECT RECRUITMENT CANDIDATE** | | | | | | | | | | | |
| Candidate Name | African | | Coloured | | Indian | | White | | Foreign nationals | | Persons with disabilities |
| Male | Female | Male | Female | Male | Female | Male | Female | Male | Female |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |

**E. DEVIATION FROM THE PREFERRED EE PROFILE**

(This section **must** be completed and signed by the chair of the AAPC. A separate indication must be provided by the EE representative, either on this form or in a different document and be provided to the Head of Recruitment.)

Indicate the reasons why the recommendation of the AAPC deviates from the preferred EE profile and motivate why this must be accepted.

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Chair of the AAPC: …………………………………. Date: ……………………..**

I,………………………………………………………., **the EE representative**, support/do not support the recommendation of the AAPC for the following reasons:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**EE representative: …………………………………. Date: ……………………..**

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| **F. APPOINTABILITY** |
| 1. That the Committee is of the opinion that …………............................ is appointable for the following reasons:  a)  b)  c)  d) |
| 2. That the Committee is of the opinion that …………............................ is appointable for the following reasons:  a)  b)  c)  d) |
| 3. That the Committee is of the opinion that …………............................ is not appointable for the following reasons:  a)  b)  c)  d) |

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| **G. THE COMMITTEE RECOMMENDS:** |
| 1. That ......................................... (Preferred candidate) be appointed as ……………................................ in the Department/Division of ………………………… with effect from (date) ……………………… |
| 1. That should ..................................................................... not accept the offer, ................................................. be appointed as ................................................................... in the Department/Division of ……………………… |
| 1. That the unsuccessful candidates be informed by Human Resources. |

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| **H. RECOMMENDED COST OF EMPLOYMENT AND COSTING INFORMATION:** |
| **Recommended COE:** R…………… ( …….% **BRL** of Job Grade …..)  **Entity:**  **Cost Centre:**  **Position number:**  **Motivation (if needed):** |
| **HR COMMENTS:**  **I, the HR practitioner for the faculty, am satisfied/ am not satisfied that the selection process was conducted fairly and in accordance with the University’s rules. Indicate the reasons for dissatisfaction below:**  **…………………………………………………………………………………………………………………………………………………**  **…………………………………………………………………………………………………………………………………………………**  **…………………………………………………………………………………………………………………………………………………**  **HR Practitioner: ………………………………………… Date: ………………………** |
| **I. RECOMMENDATION BY:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Departmental Chair/Senior Director/Director**  **Comments:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Dean/Deputy Vice-Chancellor/Chief Director/Senior Director**  **Comments:** |