

*Confidential*

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

**IN THE DEPARTMENT/DIVISION .....................................................................................**

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

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

Present:

Non-voting member:

Secretary:

A. **THE COMMITTEE REPORTS:**

1. That a vacancy (..........................................) arose in the …………….. Department/ Division as result of the resignation/ retirement of ............................................... on.....................................

2. That the vacancy has been advertised as ................. on job grade................., with reference number ……..

3. That ............... applications were received.

4. Diversity of applications:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Diversity** | African | Coloured | Indian | White | Foreigners | Total |
| Female |  |  |  |  |  |  |
| Male |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

5. That the applications were carefully compared and that
the following candidates were shortlisted and invited for interviews (indicate race and gender):

a)

b)

c)

Diversity of shortlisted candidates:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Diversity** | African | Coloured | Indian | White | Foreigners | Total |
| Female |  |  |  |  |  |  |
| Male |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

6. That the Committee is of the opinion that …………............................ is appointable for the following reasons:

a)

b)

c)

d)

7. That the Committee is of the opinion that …………....................... is appointable for the following reasons:

a)

b)

c)

d)

8. That the Committee is of the opinion that …............................……is appointable for the following reasons:

a)

b)

c)

d)

9. That the Committee is of the opinion that …………...................... is **not** appointable for the following reasons:

a)

b)

c)

d)

10. **Context within which recommendation is made:** (e.g. policy, legislation, approved rules of procedure, guidelines with regards to recognition of professional qualifications, guidelines with regards to scarce skills, Employment Equity targets, strategic priorities and realities of the environment)

11. Please provide the impact that this appointment will have on the environmental **Employment Equity Plan**:

B. **THE COMMITTEE RECOMMENDS UNANIMOUSLY:**

1. That..........................................(preferred candidate) be appointed as……………..

 ............................................ in the Department/Division of…………………………

 with effect from (date) ………………………

2. That, should ............................................................................... not accept the

 offer,.................................................................................... is appointed as

 .................................................................................... in the Department/Division of

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

3. That the unsuccessful candidates be informed by Human Resources.

C. **RECOMMENDATION BY:**

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departmental Chair/ Senior Director/ Director

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/ Vice-Rector/ Chief Director/ Senior Director

***For completion by the Human Resources Division:***

|  |  |
| --- | --- |
| **Recommendation aligned with personnel plan** |  |
| **Recommendation aligned with Code for Management Practices** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Diversity****Faculty/ RC** | African | Coloured | Indian | White | Foreigners | Total |
| Female |  |  |  |  |  |  |
| Male |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Diversity****Environment** | African | Coloured | Indian | White | Foreigners | Total |
| Female |  |  |  |  |  |  |
| Male |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

Comments:  |
| **Recommendation aligned with policies/ rules/ guidelines** |  |
| **Advertising Media and recruitment actions** |   |
|  **HR Practitioner**  **recommendation**  |  |
| **Recommended COE****and Cost Centre** | ***Recommended COE:***75% of BRL: 90% of BRL: 100% of BRL: 125% of BRL: Cost centre (SU or external funds): |
| **Approval** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Manager: Human Resources** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date** |
| **Approval** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Chief Director: Human Resources****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date** |