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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 |  |  |  |
| 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 PLAN**  |
| 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 discuss the EE Plan and identify the desired equity profile of the successful candidate? Please remember to complete the corresponding table below. | 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 equity profile of the successful candidate** |
| What is the agreed preferred profile of the successful candidate for this post? Please tick √ to indicate preference.Preference 1: Preferred choicePreference 2: Second choicePreference 3: Third choice |
|  | African | Coloured | Indian | White | Persons with disabilities |
|  | Male | Female | Male | Female | Male | Female | Male | Female |  |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| Was any effort made by the environment to attract candidates from designated groups? | Yes / No |  |
| **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 EE, and appointments will be made in line with the EE Plan for the specific environment as well as SU’s institutional EE Plan.
 |  |  |
| 1. The University is committed to EE. In accordance with SU’s institutional EE Plan and that for the specific environment, only South African citizens from designated groups will be considered for appointment.
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| 1. The University is committed to EE. In accordance with SU’s institutional EE Plan and the EE Plan for the specific environment, South African candidates from designated groups will receive preference over foreign nationals where EE targets are a factor. Where EE is not a factor, South African candidates will receive preference over foreign nationals.
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| 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** |
|  | African | Coloured | Indian | White | Foreign nationals | Persons with disabilities |
| Name | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female |  |
| 1  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |

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| **E. 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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| **F. IS THE CONTEXT IN LINE WITH THE EE PLAN AND HR POLICIES AND PROCESSESS - WHAT IS THE IMPACT IF ANY ON THE EE PLAN?** (e.g., policy, legislation, approved rules of procedure, guidelines regarding recognition of professional qualifications, guidelines regarding scarce skills, EE targets, strategic priorities, and realities of the environment) |
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| **G. THE COMMITTEE RECOMMENDS UNANIMOUSLY:** |
| 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):** |
| **I. RECOMMENDATION BY:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Departmental Chair/Senior Director/Director****Comments:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Dean/Deputy Vice-Chancellor/Chief Director/Senior Director****Comments:**  |