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| **INDEPENDENT REPORT FOR (A) EMPLOYMENT EQUITY REPRESENTATIVES SERVING ON SELECTION AND APPOINTMENT COMMITTEES AND (B) HUMAN RESOURCES PRACTIONER REPORT** |
| **Reference number of recommendation report:****FOR EXAMPLE LECTURER (OPV01/201/0820) POSITION VACANCY IN CURRICULUM STUDIES****DEPARTMENT, FACULTY OF EDUCATION** |

NOTES

* Part A *must* be completed by the Employment Equity Representative and Part B *must* be completed by the Human Resources Practioner for each recommendation report submitted.
* Forms must be downloaded from the University Employment Equity website: http://www.sun.ac.za/english/human-resources/employment-equity-and-diversity.
* **Prior to the selection committee meeting,** obtain the up-to-date Employment Equity profile from the Human Resources practitioner.
* Please return the form to the Human Resources practitioner **(within two days after completion of the interview),** who will attach the form to the committee report along with the recommendation for approval by the delegated authority. (Please ensure that this is done immediately after the process is completed to avoid delays in offering appointments to candidates.) Should there be any delay in completing the Employment Equity representative report, the Human Resources practitioner will submit the recommendation report for approval.
* The delegated authority should not make any offers without seeing and carefully considering this form.
* To help in assessing and planning Employment Equity-related issues, a copy must be given to the chair of the selection committee and the Director: Employment Equity.

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| **PART A *(for completion by Employment Equity Representative)*** |

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| **A. Shortlisting meeting** (please tick √ to indicate response) |
| Was the shortlisting meeting held? | Yes / No |  |
| If yes, indicate the date when the meeting was held. |  |
| Name of Employment Equity representative present at meeting. |  |
| **Employment Equity Plan**  |
| Is there an Employment Equity Plan for the environment? | Yes / No |  |
| Did you obtain the up-to-date Employment Equity profile from the Human Resources practitioner prior to the shortlisting meeting? | Yes / No |  |
| Was the faculty/department demographic profile tabled at the shortlisting meeting? | Yes / No |  |
| Did the committee discuss the Employment Equity Plan and identify the desired demographic profile of the successful candidate?  | Yes / No |  |
| Did the chair explain the details of the post, namely job 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 from the designated groups? | Yes / No |  |
| Did the shortlist for interviews include some candidate(s) whose profile(s) matched the preferred demographic profile(s)? | Yes / No |  |
| Did the shortlisting meeting review candidates from designated groups with the aim to identify candidates who might have the “capacity to acquire, within a reasonable time, the ability to do the job”? *cf.* code for employment equity and diversity, EEA, Chapter III, sections 20 (3). | Yes / No |  |
| General comments regarding Section A: Clarification of how Employment Equity was taken into consideration and a summary of the demographic profile of applicants. |  |

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| **B. Interview meeting(s)** (please tick √ to indicate response) |
| Name of Employment Equity representative present at meeting(s). |  |
| Were there any candidates who met the preferred demographic profiles who were deemed appointable?  | Yes / No |  |
| If yes, was any one of these the recommended candidate? | Yes / No |  |
| If no, why not? |  |
| Did the selection committee review candidates from designated groups with the aim to identify candidates who might have the “capacity to acquire, within a reasonable time, the ability to do the job”? | Yes / No |  |
| If yes, were any of these candidates recommended for the post? | Yes / No |  |
| If no, why not? |  |
| Outcomes of interview and general comments regarding Section B: Clarification of how Employment Equity was taken into consideration and a summary of the demographic profile of applicants. |  |

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| **Signed:** |  | **Date:** |  |

# COMPLETING A CHECKLIST FOR EMPLOYMENT EQUITY REPRESENTATIVES SERVING ON SELECTION COMMITTEES FORM

## **Background**

This checklist has been prepared for Employment Equity representatives serving on selection committees, who have attended the Stellenbosch University Recruitment and Employment Equity training. Employment Equity representatives remain subject to the directives of the South African Constitution, the Employment Equity Act 55 of 1998 as amended and the Stellenbosch University Recruitment and Selection policies and guidelines.

## **Why do I complete this form?**

As Stellenbosch University is committed to aligning its Human Resources selection processes with the Employment Equity Act of 1998, it is important that Employment Equity representatives serving on selection committees ensure that appointments reflect this alignment. This ensures that selection decisions are geared towards equity in the workplace and fair treatment in employment through the elimination of unfair discrimination.

## **How do I complete this form?**

Employment Equity representatives are expected to complete the relevant sections and sign the form.

If an alternate Employment Equity representative attends one or more meetings, please ensure that the checklist is signed and dated before passing it on to him or her.

The information contained within this form should relate to the processes only and will be made available to selected individuals in the Faculty/PASS department’s Employment Equity/Transformation Committee to help in assessing and planning Employment Equity-related issues.



Please do not provide any confidential information on candidates or selection committee discussion in your comments, as this could lead to a breach of confidentiality.

## **When do I complete this form?**

Fill out the relevant sections of this checklist during the selection process and submit it to the Human Resources practitioner within two days after completion of the interview.

## **Where do I send this form?**

Please return the completed form to the Human Resources practitioner of the selection committee, who will attach the form to the committee report along with the recommendation for approval by the delegated authority. (Please ensure that this is done immediately after the process is completed to avoid delays in offering appointment to candidates.)

A copy must be given to the Director: Employment Equity, the selection committee chair and the Human Resources practitioner.

## **What other forms do I need to complete?**

No other forms.

## **Queries?**

If you have any queries about this form, contact the Director: Employment Equity (Mr Sello Molapo).

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| **PART B *(for completion by Human Resource Practioner)*** |

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| **Is the recommendation aligned with personnel plan?** |  |

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| **Is the recommendation aligned with the Code for Management Practices?** |

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| **Comments:** |  |

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| **Is recommendation aligned with policies/rules/guidelines?** |  |

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| **Human Resources Practitioner recommendation** |  |

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| **Recommended CoE and Cost Centre Information** |  |

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| **Approval** |  |  |  |  |  |
|  | **Manager: Human Resources** |  | **Date** |  |
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|  | **Chief Director: Human Resources** |  | **Date** |  |