|  |  |
| --- | --- |
| Text  Description automatically generated | **NAME OF FACULTY /**  **ENVIRONMENT** |

*Confidential*

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

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **A. Details of post and COMPOSITION OF THE SELECTION COMMITTEE** (please provide details) | | | |
| Title of post |  | Department/Faculty |  |
| Occupational level |  | Post level |  |
| **Role** | **Name and surname** | **Faculty** | **Designation** |
| Chairperson |  |  |  |
| Human Resources practitioner |  |  |  |
| Employment Equity (EE) representative  (including contact details) |  |  |  |
| Alternate EE representative (including contact details) |  |  |  |
| Member |  |  |  |
| Member |  |  |  |
| Member |  |  |  |
| Nonvoting member |  |  |  |
| Secretary |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **B. Search/ShORTLISTING meeting** (please tick √ to indicate response) | | | |
| Was the meeting held? | | Yes / No |  |
| If yes, indicate the date when the meeting was held. |  | | |
| Name of EE representative present at meeting. |  | | |
| **EE Plan** | | | |
| Is there an EE Plan for the environment? | | Yes / No |  |
| Did you obtain the up-to-date equity profile from the Human Resources practitioner prior to the search meeting? | | Yes / No |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Was the faculty/department demographic profile tabled at the search meeting? | | | | | | | | | | | Yes / No | |  | |
| Did the search meeting discuss the EE Plan and identify the desired demographic profile of the successful candidate? Please remember to complete the corresponding table below. | | | | | | | | | | | Yes / No | |  | |
| Did the chair explain the details of the post: remuneration 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 | |  | |
| Give comment. | |  | | | | | | | | | | | | |
| **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 demographic 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 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 |  | |  | |  |  |  |  | |  | |  | |  |
| Was any effort made by the environment to attract candidates from designated groups? | | | | | | | | | | | Yes / No | |  | |
| Comment on level of post. | | | |  | | | | | | | | | | |
| **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. | | | | | | | | |  | |
| 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. | | | | | | | | |  | |
| Was consideration given to advertise internally first? | | | | | | | | | | | Yes / No | |  | |
| Give rationale behind the decision to advertise internally first. | | | |  | | | | | | | | | | |
| Which other appropriate avenues of advertising were considered and why? | | | |  | | | | | | | | | | |
| **Search methods**: Is the post to be advertised in ways that are likely to attract designated candidates from the preferred profiles? | | | | | | | | | | | Yes / No | |  | |
| General comments for Section B. | | | |  | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

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

|  |
| --- |
| **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 appointable for the following reasons:  a)  b)  c)  d) |

|  |
| --- |
| **F. CONTEXT WITHIN WHICH RECOMMENDATION IS MADE:** (e.g. policy, legislation, approved rules of procedure, guidelines with regard to recognition of professional qualifications, guidelines with regard to scarce skills, EE targets, strategic priorities and realities of the environment) |
|  |

|  |
| --- |
| **G. PLEASE PROVIDE THE IMPACT THAT THIS APPOINTMENT WILL HAVE ON THE ENVIRONMENTAL EMPLOYMENT EQUITY PLAN** |
|  |

|  |
| --- |
| **H. 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. |

|  |
| --- |
| **I. RECOMMENDATION BY:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Departmental Chair/Senior Director/Director**  **Comments:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Dean/Vice-Rector/Chief Director/Senior Director**  **Comments:** |