



STAFF RECRUITMENT OFFICE

Guideline for Staff Recruitment Documents

This guideline provides a transparent framework to ensure that all candidates' correspondence is treated consistently, fairly, reasonably and in accordance with employment legislation.

It is important to maintain the confidentiality of candidates in line with best practice and data protection legislation. Therefore candidates' full CVs and application forms will be made available only to those involved in the recruitment process or have the delegated authority to view these documents.

All recruitment enquiries, concerns and/or complaints should be forwarded to the Recruitment Manager in writing via e-mail on [craig.alexander@uct.ac.za](mailto:craig.alexander@uct.ac.za)

The information below specifies the various stakeholders and indicates which information can be shared with each:

**Selection committee**

Selection committees have access to the advertising form (HR200), the selection committee forms (HR164/160/161), agendas, list of applicants, full applications, including applications forms (HR201/204), assessment scores, assessment feedback, references, aide memoire and reports.

**The Transformation Services Office (TSO) or nominee**

Transformation Services Office or its nominee has access to the advertising form (HR200) and employment equity report.

**Senate members**

Senate members have access to the advertising form (HR200) and full applications (excluding references), for academic posts only.

**Council**

Council members serving on selection committees have access to all of the same information as ordinary selection committee members. For Senior Leadership posts requiring Council approval, all Council members have access to the report of the selection committee and candidates' information relevant to that post.

**Approval authority (person)**

Any person who has delegated approval authority has access to the advertising form (HR200), the selection committee forms (HR164/160/161), agendas, list of applicants, full applications, including applications forms (HR201/204), assessment scores, assessment feedback, references, aide memoire/reports, appointment form (HR100c), employment equity report and regret letters.

**ED: HR/Recruitment management**

The Executive Director: Human Resources and Recruitment management have access to the advertising form (HR200), the selection committee forms (HR164/160/161), agendas, list of applicants, full applications, including applications forms (HR201/204), assessment scores, assessment feedback, references, aide memoire/reports, appointment form (HR100c), employment equity report and regret letters.

**HRP/ER specialists**

The Human Resources Practitioners (HRP's) and Employee Relations specialists have access to the advertising form (HR 200). All other recruitment documents may be shared on the ED: HR and Staff Recruitment management's discretion.

**Unions**

Union's representatives have access to the advertising form (HR200).

**Candidates**

Assessment feedback may be shared with the candidate concerned at the discretion of the selection committee. Acknowledgement letters are sent to academic applicants only. Regret letters are sent to unsuccessful candidates who were interviewed for academic or PASS positions. Other parties All other parties may not be granted information on any recruitment processes due to confidentiality reasons. Guideline for Staff Recruitment Documents

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