

EDUCATION LABOUR RELATIONS COUNCIL

NORTHERN PROVINCE CHAMBER

RESOLUTION NO. 1 OF 2000

SHORTLISTING PROCEDURE AND INTERVIEW GUIDELINES

1. PARTIES TO THE PROVINCIAL CHAMBER NOTE:

- 1.1 The obligations of the Northern Province Chamber of the ELRC to give effect to Resolution No. 5 of 1998:2. The Advertising and Filling of Educator Posts, Schedule 1, paragraph 3.7.

2. PURPOSE

- 2.1 To ensure that interviewees are accorded a fair, just and equitable treatment.
- 2.2 To reveal the interviewee's knowledge, expertise and skills necessary for the post.
- 2.3 To affirm both the transparency and democratization of the interview process.

3. SCOPE OF THE AGREEMENT

This agreement applies to and shall bind:

- 3.1 The employer being the Northern Province Department of Education;
and



- 3.2 All employees of the employer as defined in the Employment of Educators Act, 1998

4. ESTABLISHMENT OF INTERVIEW COMMITTEES.

- 4.1 The school governing body/college council shall establish an Interview Committee at the educational institution where there are advertised vacancies. Members of the Interview Committee may comprise members from the school governing body/ college council and/or members co-opted for purposes of interviews.

- 4.2 The Interview Committee shall comprise:

4.2.1 In the case of public schools:-

- (a) one departmental representative (who may be the school principal), as an observer and resource person;
- (b) the principal of the school (if she/he is not the departmental representative), except in the case where she/he is an applicant;
- (c) four (4) members of the school governing body, (or five (5) members in case the principal is a departmental representative or an applicant) excluding educator members who are applicants to the advertised post/s; and
- (d) one union representative per union that is party to the provincial chamber of the ELRC. The union representatives shall be observers to the process of shortlisting, interviews and the drawing up of a preference list.

4.2.2 In the case of colleges:-

- (a) one departmental representative, as an observer and resource person;

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- (b) the head of the institution, except in the case where she/he is an applicant;
- (c) four (4) members of the college council, excluding educator members who are applicants to the advertised post/s; and
- (d) one union representative per union that is a party to the provincial chamber of the ELRC. The union representative shall be observers to the process of shortlisting, interviews and the drawing up of a preference list.

4.3 Each Interview Committee shall appoint from amongst its members a chairperson and a secretary.

5. SHORTLISTING PROCEDURE.

- 5.1 All applications that meet the minimum requirements and provisions of the advertisement shall be handed over to the school governing body/college council responsible for that specific public school/college.
- 5.2 The school governing body or college council is responsible for the convening of the Interview Committee and must ensure that unions are informed, at least five (5) working days prior to the date, of the date, time and venue of the shortlisting.
- 5.3 The Interview Committee may conduct shortlisting subject to the following guidelines:-
 - 5.3.1 The criteria used must be fair, non-discriminatory and in keeping with the Constitution of the country.



- 5.3.2 The curricular needs of the school.
- 5.3.3 The obligations of the employer towards serving educators:
- 5.3.4 Shortlisting shall also be conducted according to the shortlisting procedure as contained in Schedule 1.
- 5.3.5 The list of shortlisted candidates for the interview purpose should not exceed five per post.
- 5.3.6 The Interview Committee shall submit names of shortlisted candidates on SL-1 FORM; PAGE 1 to the school governing body/college council for the purpose of the school governing body/college council to invite candidates for interviews.
- 5.3.7 Members of the Interview Committee at the shortlisting session shall append their signatures on SL-1 FORM; PAGE 2.

6. INVITING APPLICANTS/UNIONS FOR INTERVIEW

- 6.1 The school governing body or college council is responsible for the convening of the Interview Committee and must ensure that all applicants/unions are informed at least five (5) working days prior to the date, of the date, time and venue of the interviews.
- 6.2 Where the Principal/Rector is an applicant, a departmental official may assist the school governing body/college council
- 6.3 Notices of interviews shall be transmitted to the applicants on the shortlist by:



- 6.3.1 effecting personal serving of the notice on the applicant concerned provided notice is signed and a copy retained; or
 - 6.3.2 posting of a registered letter containing the notice and retaining the registration slip; or
 - 6.3.3 telefaxing the notice to the applicant and retaining the transmission report; or
 - 6.3.4 sending a telegram.
- 6.4 Proper records of proof of transmission of notices should be kept.

7. THE INTERVIEW SESSION.

- 7.1 The interview shall be conducted according to agreed upon guidelines as per this Resolution, Schedule 2: Annexure A to K.
- 7.2 The Interview Committee shall familiarize itself with the applicable interview dimensions as set out in Schedule 2 to this Resolution.
- 7.3 The interview session should be structured in such away that it addresses the key functions, duties and responsibilities of the post under consideration as per the dimensions in Annexure A to K of this Resolution.
- 7.4 All interviewees must receive similar treatment during the interviews, i.e. a structured interview where similar case studies and/ or questions based on the post dimensions shall be used for all candidates.
- 7.5 Non-attendance by an admitted employee organization, if duly notified, shall not negatively affect the process.



7.6 Where possible Interview Committees shall make use of audio tapes to record the proceedings of the interview.

7.7 Members of the Interview Committee present at the interview session shall append their signature on RF-1 FORM; PAGE 3.

8. THE RANKING

8.1 The school governing body or college council is responsible for the convening of the interview committee and must ensure that unions are informed at least five (5) working days prior to the date, of the date time and venue of the ranking of candidates in order of preference.

8.2 At the conclusion of the interviews the Interviewing Committee shall rank the candidates in order of preference, together with a brief motivation, and submit this immediately on the same day on RF-1 FORM; PAGE 1 to the school governing body/college council for their recommendation to the Head of Department.

8.3 In the case of colleges, the Interviewing Committee shall submit its ranked, preference list to the college council on RF-1 FORM; PAGE 1 for their recommendation to the Head of Department.

8.4 The school governing body/college council shall, at a formally constituted meeting where members form a quorum, rank the candidates in their order of preference.

8.5 Where the recommendations of the school governing body/college council differ with the ranking of the interview committee motivation for the deviation shall be made.

8.6 The school governing body/college council shall, within two days after receiving the interview results, submit recommendations in order of preference on RF-2 FORM; PAGE 1 to the Head of Department.



- 8.7 Members of the school governing body/college council present at the recommendation session shall append their signatures on RF-2 FORM; PAGE 2.

9. RECUSAL

A member of a governing body/college council or Interview Committee must withdraw from the shortlisting, interviews and ranking of candidates for the duration of the discussion and decision-making on any of the above matters in which the member has a personal interest (e.g as in the case of close relatives and / or close friends who are applicants for the post.)

10. RECORDS

The school governing body/college council must ensure that accurate records are kept of proceedings dealing with the shortlisting, interviews, decisions and motivations relating to the preference list.





11. APPOINTMENT

- 11.1 The Northern Province Department of Education shall make the final decision for appointment subject to:

11.1.1 satisfying itself that agreed upon procedures were followed; and

11.1.2 that the decision is in compliance with the Employment of Educators Act of 1998, the South African Schools Act, 1996 and the Labour Relations Act, 1995.

- 11.2 For purposes of paragraph 11.1 above, the Circuit Manager shall complete RF-3 FORM.

THUS DONE AND SIGNED AT PIETERSBURG ON THIS


.....^{25TH}.....DAY...FEBRUARY.....2000

ON BEHALF OF THE EMPLOYER PARTY

DEPARTMENT	NAME	SIGNATURE
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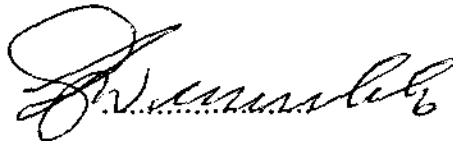
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ON BEHALF OF THE EMPLOYEE PARTIES

TRADE UNION	NAME	SIGNATURE
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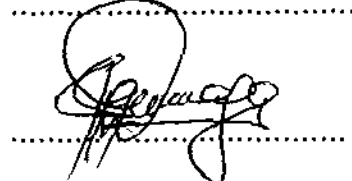
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