

# **EDUCATION LABOUR RELATIONS COUNCIL**

## **NORTHERN PROVINCE CHAMBER**

### **RESOLUTION NO. 2 OF 1997**

#### **INTERVIEWING GUIDELINES**

The employer and the employee parties, who are members to the Education Labour Relations Council Chamber of the Northern Province hereby declare their agreement and resolve, in terms of the provisions of Section 12 of the Education Labour Relations Act of 1993, that the Interviewing Guidelines contained in this Resolution, which have been negotiated and agreed upon on the basis of Section 4.3 of Resolution No. 13 of 1995, will constitute the firm guidelines to be followed in the selection procedure for the filling of educator posts.

#### **1. APPLICABILITY**

The interviewing guidelines agreed hereto will be used as the guidelines for filling all CS posts duly advertised for permanent occupation, commencing with the 1997 vacancy lists. The guidelines referred to above will remain valid and applicable until amended by an agreement of the parties or otherwise altered by legislation or any provision of superior effect.

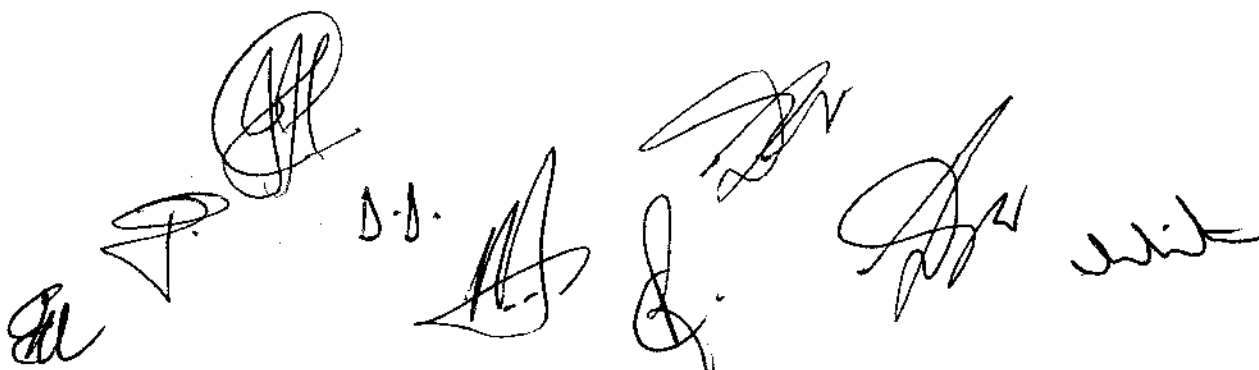
#### **2. SCOPE OF APPLICATION**

The guidelines which have been agreed to herein will be applicable to the permanent filling of CS educator posts inside educational institutions.

#### **3. OBJECTIVES**

The objectives of the interviewing guidelines are

- 3.1 To facilitate the implementation of Resolution No. 13 of 1995
- 3.2 To ensure that the candidates are accorded a fair, just and equitable treatment
- 3.3 To ensure that the roles, processes and procedures during the interviewing phase are in accordance with the enabling ELRC resolutions



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- 3.4 To affirm both the transparency and democratisation of the interviewing process.
- 3.5 To reveal the candidate's knowledge, expertise and skills necessary for the post applied for.

**4. INTERVIEWING: POSTS INSIDE INSTITUTIONS**

**4.1 ESTABLISHMENT OF INTERVIEWING COMMITTEE(S)**

- 4.1.1 The institution's Governing Structure must establish an Interviewing Committee.
- 4.1.2 The Interviewing Committee must consist of at least five (5) persons, all of whom should reasonably be able to conduct interviews in the field covered by the post.
- 4.1.3 In the event where the Governing Structure has not appointed any member of the Interviewing Committee to serve as Chairperson, members of the Interviewing Committee will nominate/elect a chairperson from amongst themselves.
- 4.1.4 A person (applicant) who is contesting for a post at the (same) institution is herewith restricted from participating as a member of both the shortlisting and interviewing panels where appointment to the same post is in question.
- 4.1.5 A member of the Interviewing Committee must recuse himself/herself from the interviewing process in respect of posts for which his/her relatives and/or close friends are applicants.
- 4.1.6 The processes contemplated in paragraphs 4.3 and 4.4 should be completed on the same day.

**4.2 PREPARATION FOR AN INTERVIEW**

4.2.1 All candidates on the shortlist will be given at least fourteen(14) days notice of

- (i) the date
- (ii) the time
- (iii) the venue of the interviews

4.2.2 Each candidate may also be informed of any further requisite(s) which he/she may have to bring along to the interviews.

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4.2.3 Notices of interviews shall be transmitted to the applicants on the shortlist by:

- (a) effecting personal serving of the notice on the applicant concerned provided notice is signed and a copy retained;
- (b) the posting of a registered letter containing the notice;
- (c) telefaxing the notice to the applicant or
- (d) sending a telegram.

4.2.4 Proper records of proof of transmission of notices should be kept.

4.2.5 The Governing Body of the institution should send out notices to the employee members/organisations of the ELRC, giving at least fourteen (14) days' notice of the date, time and venue for interviews. The invitation letters should be sent to the addresses which will be provided in the Gazette advertising the post(s) in question.

4.2.6 Each admitted employee member/organisation shall be represented by one person/delegate only.

4.2.7 The interviewing committee shall set aside an adequate period of time to meet prior to the interviewing session to enable the committee to prepare a structured interviewing session that will afford each candidate an equal and fair opportunity to be appointed in the relevant vacant post. For the sake of fairness, similar case studies and/or questions, based on the post dimensions, should be used for all candidates at a particular interviewing session.

### 4.3 THE INTERVIEW SESSION

4.3.1 Interviews should be conducted, following these guidelines and also being guided by the objectives in paragraph 3 above.

4.3.2 Each admitted employee member/organisation shall be entitled to one (1) representative who will sit in the interview session as non-participatory observer.

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4.3.3 The interview session should be structured in such a way that it addresses the key functions, duties and responsibilities of the post under consideration as per the Dimensions in Annexures A to K of this Resolution.

4.3.4 Non-attendance by an admitted employee organisation, if duly notified, shall not negatively affect the process.

**4.4 THE RANKING SESSION**

4.4.1 The Interviewing Committee must rank candidates in order of their scores and give a brief motivation for each of the candidates recommended to the School Governing Body.

4.4.2 Representatives of the employee members of the ELRC should sit in to observe the ranking process.

4.4.3 Non-attendance by an employee organisation, if duly notified, will not negatively affect the process.

4.4.4 After the ranking decisions have been taken, the signatures of the members of the Interviewing Committee must then be appended on the forms before the recommendations are made.

**4.5 RECOMMENDATIONS FOR APPOINTMENT**

4.5.1 The institution's Governing Body will, after taking into account the ranking of candidates by the interviewing committee, make their recommendation with regard to the appointment of a possible candidate to the Department.

4.5.2 The recommendation of the Governing Body should be made within seven (7) days from the date of the submission of interview results by the Interviewing Committee.

**4.6 INTERVIEW RECORDS**

4.6.1 Where possible interviewing panels should make use of audio tapes to record the proceedings of the interview.

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4.6.2 The Governing Structure of the institution must ensure that records of the interviews of the shortlisted candidates as well as those pertaining to decision making on the recommended suitable candidate are safely kept for a period of at least six (6) months.

5. GRIEVANCES

Any grievance emanating from the implementation of both the RBC Resolution No. 2 of 1996 as well as these Interviewing Guidelines will be dealt with in terms of ELRC Resolution No. 13 of 1996 ( Viz. Grievance Procedure).

SIGNED AT PIETERSBURG ON THIS DAY 12  
OF AUGUST 1997.

ON BEHALF OF  
EMPLOYER PARTY

[Signature] NPDE  
[Signature] FEDSAS

ON BEHALF OF  
EMPLOYEE PARTIES

[Signature] SAOU  
[Signature] SADTU  
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