|  |  |  |
| --- | --- | --- |
| HR202 | **REQUEST TO COMMENCE A FORMAL RECRUITMENT PROCESS FOR POSTS TO BE ADVERTISED** |  |

**NOTES**

* Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
* Guidelines for Recruitment may be found at <https://hr.uct.ac.za/recruitment/recruitment-overview>
* For appointments where the advertisement has been waivered, please use form [HR203](https://forms.uct.ac.za/hr203.docx).
* The Line Manager / Chair completes this form on receipt of documentation from the department and emails the completed documentation to the faculty / department [HR Business Partner](https://hr.uct.ac.za/contacts#practitioners) who will in turn forward all documents to the [relevant Recruitment Advisor](https://hr.uct.ac.za/contacts#recruitment).
* All processes serviced by the Staff Recruitment Office will be facilitated on the SuccessFactors Recruiting platform.
* Until further notice, only processes in PC 1 to 8 and Fixed- Term Contracts of less than 2 years will continue to be facilitated off system.

**Vacancy Details (Completed by HOD/Line Manager)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position Title |  | | | | | If applicable, last person employed in position | | | | | | | | | |  | |
| Position level / payclass |  | | | | | Academic, Research, PASS or PASS Tech/Sci (if Health Sciences, state whether clinical) | | | | | | | | | |  | |
| Post Type (tick the appropriate one) | | Permanent post | | |  | Contract post | | | |  | | If ***Contract post***, length of contract | | | | |  |
| Full-time / Part-time (tick) | | Full-time | | |  | Part-time | | | |  | | If ***Part-time***, hours per week | | | | |  |
| Department / Faculty | | |  | | | | | | | Division / Unit / Section | | | | | |  | |
| Head of Dept (HOD) / Line Manager | | |  | | | | | | | HRBP | | | | | |  | |
| Reason / Motivation for vacancy | | |  | | | | | | | | | | | | | | |
| If PASS position, grading process complete? | | | | Yes | | |  | No |  | | | | N/A |  |  | | |
| If ***Yes*** indicate when grading was completed / If ***No*** indicate reasons process incomplete | | | |  | | | | | | | | | | | | | |
| Does this post qualify for a scarcity / strategic allowance? | | | | | | | | Yes |  | | | | No |  |  | | |
| Funding for post (tick the appropriate funding type) | | | GOB | | | | |  | Other | | | | |  |  | | |
| Fund number | | | | |  | | | | | | Cost centre | | |  |
| If joint medical post, date WCG/NHLS approval received? (attach approval) | | | | | | | | | | |  | | | | | | |

**Selection Committee (*Completed by HOD/Line Manager*)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***PLEASE NOTE****:*  *The UCT Employment Equity Policy requires all chairs and members of Selection Committees to complete training on the principles and practice of employment equity. The required course,* ***“Fundamentals of Employment Equity”,*** *is self-paced and is available via the* [*HR SuccessFactors self-service*](http://www.successfactors.uct.ac.za/) *platform.*  *The roles and responsibilities of Employment Equity Representatives have been changed. Provided that at least 50% of Selection Committee members (including the chair) have completed the Fundamentals in Employment Equity course, Selection Committees will not be required to have an Employment Equity Representative as a member.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Relevant consultations have taken place with Dean/HOD/Line on the composition of the selection committee? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes |  | | | No |  | | | Comment | | |  | | | | | | | | | | | | | | | | | |
| Relevant consultations have taken place with Chair of EE Committee on the EE Mandate, EE targets and composition of selection committee? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes |  | | | No |  | | | Comment | | |  | | | | | | | | | | | | | | | | | |
| Confirm the mandate obtained from the EE Committee for this recruitment process? (tick the appropriate one) | | | | | | | | | | | | | | | | | | | | | | Standard Mandate | | |  | | Open Mandate |  |
| Have the EE targets been received from the EE Committee for this recruitment process | | | | | | | | | | | | Yes | | |  | No | |  | Comment | | | |  | | | | | |
| Tick √ to indicate the under-represented (target) groups received from the EE Committee for this post | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| African | | | | | | | Coloured | | | | | | | Indian | | | | | | | White | | | | | Persons with Disabilities | | |
| Male | |  | Female | | |  | Male | |  | Female | | |  | Male | |  | Female | | |  | Male | |  | Female |  |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| All committee members have been asked whether they agree to serve? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes |  | | | No |  | | | Comment | | |  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agreement on which committee members are eligible to vote, in accordance with recruitment policies? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes |  | | | No |  | | | Comment | | |  | | | | | | | | | | | | | | | | | |

**Selection Committee Membership *(Completed by HOD/Line Manager)***

* *The committee should be diverse and representative in terms of race and gender.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ex officio | | | | ⬩ VC ⬩ DVCs ⬩ Dean – or Deputy Dean ⬩ HOD – unless their post is under consideration | | | | | | | | |
|  | | | | Title | Name | | | | | | Department | |
| Chairperson | | | |  |  | | | | | |  | |
| HOD/Line Manager | | | |  |  | | | | | |  | |
| Employment Equity Representative (EE Rep) | | | |  |  | | | | | |  | |
| If no EE Rep is appointed, confirm that at least 50% of selection committee (including the chair) have completed the course Fundamentals in Employment Equity.  **Note:** Confirmation and evidence of training for each selection committee member who have completed the EE training is required and must be attached, retained and stored in the recruitment file on the UCT network by the hiring line manager. | | | | | Yes |  | No |  | Comment | |  | |
| Committee Members (*There is no limit on the number of committee members but the committee should be of manageable size). Insert additional rows where needed* | | | | | | | | | | | | |
| Title | | Name | | | Department | | | | | | | |
|  | |  | | |  | | | | | | | |
|  | |  | | |  | | | | | | | |
|  | |  | | |  | | | | | | | |
|  | |  | | | WCG/NHLS Rep *(For joint posts in Health Sciences*) | | | | | | | |
|  | |  | | | Union representative *(For permanent positions in PC 1 – 8 only)* | | | | | | | |
| Confirm role of HRBP in Selection Committee | | Full member with voting rights | | |  | Assessor member without voting rights | | | | | |  |
| Alternate Members (*If the selection committee is not quorate, alternates may be co-opted onto the committee*). *Insert additional rows where needed* | | | | | | | | | | | | |
| Title | | Name | | | Department | | | | | | | |
|  | |  | | |  | | | | | | | |
|  | |  | | | WCG/NHLS Rep *(For joint posts in Health Sciences*) | | | | | | | |
|  | |  | | | Union representative alternative *(For permanent position in PC 1 – 8 only)* | | | | | | | |
| Guest Members (*Without voting rights*)   * *The Head of Department/Line Manager may invite up to two persons with expert knowledge from within or outside the University.* * *Council representation is not mandatory, but interested members may be invited to attend as observers. (For Professorial posts only)* * *For processes facilitated on the SuccessFactors Recruiting platform a Third Party (T-account) must be created for Guest members who are not UCT staff* ***prior*** *to listing them on the Committee.* * *Where UCT students are required to serve on Selection Committees an active PeopleSoft Student number must be provided.* * *To create a Third-Party account, see:* [*https://thirdparty.uct.ac.za/Pages/Home*](https://thirdparty.uct.ac.za/Pages/Home) | | | | | | | | | | | | |
| Name of Line Manager | | | | |  | | | | | | | |
| Title | Name and Surname | | T-Account / Student number | | Company/Institution | | | | | E-mail Address | | |
|  |  | |  | |  | | | | |  | | |
|  |  | |  | |  | | | | |  | | |
|  |  | |  | |  | | | | |  | | |

**Advertising (*Completed by HOD/Line Manager*)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please send electronic copies of the following as separate attachments when sending this form:   * Full advertisement for placement on the UCT Jobs site (Advertisement templates are available on request, email [advertising@uct.ac.za](mailto:advertising@uct.ac.za) ) * Position Description (if applicable, it will appear on the website along with the advertisement)   All advertisements will reflect the universal UCT EE sentence:  ***“UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at*** [***https://hr.uct.ac.za/policies/employment-equity***](https://hr.uct.ac.za/policies/employment-equity) ***“*** | | | | | | | | | | | | | | | | |
| Funding for advertising (if post is research/external/donor funded) | | | | | | | Fund number | | | | |  | Cost centre | |  | |
| UCT Internal jobs web page (*UCT staff only*) | | | | | |  | | | UCT External jobs web page (*Staff and Public*) | | | | | | |  |
| External websites or media suggestions  *(See attached advertising deadlines)* | | | | | |  | | | | | | | | | | |
| Draft advertisement and signed position description attached? | | | Yes |  | No |  | | Comment | |  | | | | | | |
| CoE/SASP range to appear in advert | | |  | | | | | | | Closing date for applications | | | | |  | |
| Reply details in advertisement (For decentralised and processes handled off-system) | | | | | | Contact Name | | | | |  | | | | | |
| Email address |  | Contact number | | | |  | | | | | Web address | | |  | | |

**Process Checklist (*Completed by HR*)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | HRBP: Ensured position is on position list | | | | | | | | | | |
|  | HRBP: Checked Area Finance Manager (or nominee) verified fund and cost centre details for appointment and advertising. | | | | | | | | | | |
|  | HRBP: Checked if position description was graded and whether previous position description matches the one submitted. | | | | | | | | | | |
|  | HRBP: Checked advert and position description match | | | | | | | | | | |
|  | HRBP: For processes where no EE representative is appointed, confirm whether committee meets the 50% (including the chair) trained requirement. | | | | | | | | | | |
| HRBP: Position requires pre-employment medical? | | | | | | Yes |  | No |  | Comment |  |
| If yes for pre-employment medical, has OREP been completed? | | | | | | Yes |  | No |  | Comment |  |
| HRBP: If applicable, temporary staff arrangements in place? | | | | | | Yes |  | No |  | Comment |  |
| Please provide the following SAP information | | | | | | | | | | | |
| Org Unit Number | | |  | | | | | | | Org Unit Name |  |
|  | | | | | | | | | | | |
| Recruitment Advisor: For PASS posts, redeployment list checked at search meeting and up until the position is advertised? | | | | | | | | | | | |
| Yes |  | No | |  | Comment |  | | | | | |

**Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| HOD/Line Manager |  | Date |  |
| Area Finance Manager (Verification of post and advertising funding details) |  | Date |  |
| HRBP |  | Date |  |
| Final approval Authority (Dean/ED/ DVC/COO/VC) |  | Date |  |
| Recruitment Advisor |  | Date |  |

# **COMPLETING A REQUEST TO COMMENCE A FORMAL RECRUITMENT PROCESS FOR POSTS TO BE ADVERTISED FORM**

HR202

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

This form is used when a department is requesting to commence with a formal recruitment process, constitute a selection committee and advertise a post, in the following categories:

* PASS posts in payclasses 1 to 8, for permanent and fixed-term contracts
* PASS posts in payclasses 9 and above, for permanent and fixed-term contracts
* Academic posts for permanent and fixed-term contracts.

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

The Line Manager / Chair completes this form on receipt of documentation from the department and emails the completed documentation to the faculty / department [HR Business Partner](https://hr.uct.ac.za/contacts#practitioners) who will in turn forward all documents to the [relevant Recruitment Advisor](https://hr.uct.ac.za/contacts#recruitment).

* For PC 1 – 8, use this form in your faculty/departmental recruitment process, guided by the [PASS recruitment policy (payclasses 1 - 8)](https://hr.uct.ac.za/media/171116).
* For Academic and PASS PC 9 – 13, departments should send this form to the [HRBP for your area](https://hr.uct.ac.za/contacts#practitioners).

#### **How is a union representative appointed?**

For permanent positions in payclasses 1 – 8, the Coalition of Unions is invited to appoint a union representative and an alternative (from a pool of union nominated trained representatives) to the selection committee. This representative will have the same standing on the committee as other committee members.

The line manager is required to contact [SCUnionRep@uct.ac.za](mailto:SCUnionRep@uct.ac.za) in writing, for the name of the representative and alternative. The Coalition has three working days to respond in writing. If the Coalition does not respond within the three-day period, no union representative will be appointed to the committee.

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

As soon as a vacancy needs to be filled.

#### **Advertising request and media deadlines**

|  |  |
| --- | --- |
| **MEDIA** | **ADVERT SUBMITTED TO ADVERTISING CO-ORDINATOR BY HRBP** |
| **UCT website/jobs page** | * Submission to the Advertising Co-ordinator is 2 (two) business days prior to placement in the website |
| **National Newspapers** | * Deadline by 10h00 every alternate Friday |
| **Western Cape Newspapers**  (including Community Newspapers) | * Deadline by 10h00 every alternate Friday |
| **External websites** | * Deadline by 10h00 every alternate Friday |
| **NOTE:**   * A list of recommended media is available on request. * Public Holidays: When a publication deadline falls on a public holiday, the submission deadline will be 2 (two) business days prior. | |