

Division/Office: _____ Budget Unit: _____

Position Number: _____ Title: _____

Date of meeting: ___ / ___ / ___

Selection Committee members present:

- _____ (Chair)
- _____ (Dean of Division)
- _____) 2 or 3
- _____) Division Representatives
- _____)
- _____) 2 or 3
- _____) Non-cognate members
- _____)

Apologies: _____

Equal Employment Opportunity Officer present? YES NO

Term of Appointment:

Continuing Fixed Term: Date From ___ / ___ / ___ Date To ___ / ___ / ___

Full Time STET/Fractional ___%

Closing date of advertisement: ___ / ___ / ___

No. of Applications: _____

No. on whom referees reports were sought: _____


(Attach list of non-refereed applicants with reasons why referees reports were not called.)

No. of applicants shortlisted: _____

(Attach list of non-shortlisted applicants with reasons as to why they were not shortlisted.)

Establish Selection Criteria

(as set out in advertisement) - List essential and desirable:

Equal Employment Opportunity and No Smoking are University Policies	Human Resources@ 
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