COLLECTIVE AGREEMENT
NUMBER 1 OF 2008

GUIDELINES FOR SIFTING,
SHORTLISTING AND
INTERVIEW PROCEDURES

30th SEPTEMBER 2008
EDUCATION LABOUR RELATIONS COUNCIL
LIMPOPO CHAMBER

COLLECTIVE AGREEMENT NO. 1 OF 2008

GUIDELINES FOR SIFTING, SHORTLISTING AND INTERVIEW PROCEDURES.

1. PURPOSE

1.1 To provide guidelines on sifting, shortlisting and interviews, in line with the statutory requirements.

1.2 To promote the values of fairness, equity and transparency in the filling of educational posts.

1.3 To provide clear procedures and guidelines in order to minimise the number of disputes.

2. SCOPE OF THIS AGREEMENT

This agreement shall bind:

2.1 The Limpopo Department of Education being the employer and

2.2 All employees of the employer as defined in the Employment of Educators Act 76 of 1998, whether such employees are members of trade union parties to this agreement or not.

3. PARTIES TO CHAMBER NOTE:

a. The content of the ELRC Resolution No 5 of 1998 as well as the Limpopo Province ELRC Chamber Resolution No 1 of 2000 on shortlisting and interview guidelines.

b. The Education Laws Amendment Act of 2005, the South African Schools Act 84 of 1996, Employment of Educators Act 76 of 1998, on appointment, promotion and transfer to any post on the educator establishment of a public school.

THE PARTIES TO CHAMBER THEREFORE AGREE AS FOLLOWS:

4. SIFTING

4.1 The Limpopo Department of Education shall acknowledge receipt of all applications by:
4.1.1 Informing all applicants in writing of receipt,

4.1.2 Clearly indicating whether the application is complete or not, and

4.1.3 Indicating whether the applicant meets the minimum requirements for the post and that such applications have been referred to the institutions concerned.

The following sifting criteria shall apply:

a. A recognised three-year (REQV 13) qualification, which must include appropriate training as an educator.

b. Registration with the South African Council for Educators (SACE)

c. The minimum years of experience for appointment to the promotion post as outlined in Chapter B of the Personnel Administration Measures.

d. Inclusion of certified copies of qualifications and statement/s of results.

4.2 The initial sifting process shall be handled by the Department of Education to eliminate applications that do not meet the minimum requirements for the advertised post(s).

4.3 Names of educators who have met the minimum requirements for the post(s) as per the advertisement, shall be submitted to the respective institutions together with the applications.

4.4 Names of educators, who have not met the minimum requirements for the post(s) as per the advertisement, shall be submitted to the respective institutions for record keeping.

4.5 Trade union parties to Chamber will be given a full report, at a formal meeting, cn: -

4.5.1 Names of educators who have met the minimum requirements for the post(s) in terms of the advertisement;

4.5.2 Names of educators who have not met the minimum requirements for the post(s) in terms of the advertisement; and

4.5.3 Other relevant information that are reasonably incidental thereto.
5. ESTABLISHMENT OF AN INTERVIEW COMMITTEE

5.1 The School Governing Body shall establish an Interview Committee at the educational institution where there are advertised vacancies. The Interview Committee may comprise of members from the School Governing Body. Additional members of the Interview Committee may be co-opted by the School Governing Body. Interview Committee members should have the necessary competencies to interview candidates for the advertised post(s).

5.2 The Interview Committee shall be responsible for the shortlisting of applications to a required number per post and interviewing shortlisted applicants.

5.3 Composition

The Interview Committee shall comprise:

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 appointed by the school governing body, (or five (5) in case the principal is a departmental representative or an applicant) excluding educator members who are applicants to the advertised post(s).

d. One representative per union that is party to the Limpopo Chamber of the ELRC as an observer.

e. Members of the Interview Committee including observers, shall sign a DECLARATION FORM (ANNEXURE: F), before the commencement of the shortlisting and interviewing processes.

5.4 Chairperson and Secretary

5.4.1 Each Interview Committee shall appoint a Chairperson and the Secretary from amongst its members. The Chairperson shall preside over the shortlisting and interview processes. The Secretary shall keep accurate records of all the proceedings.

[Signature]
5.5 Records of Proceedings

5.5.1 There shall be accurate keeping of records of all meetings. Records shall indicate the dates, names of all attendees and the institutions they represent.

5.5.2 Records shall reflect relevant information in respect of the various selection processes such as shortlisting, interviews, decisions and ranking of candidates.

5.5.3 It is the responsibility of the employer to ensure the safekeeping of all documents for at least 6 months.

6. OBSERVERS

6.1 Unions that are party to the Limpopo Chamber of the ELRC have a right to appoint one representative per union, as observers to the processes of shortlisting, interviewing and ranking of candidates by the Interview Committee.

6.2 The School Governing Body shall give at least five (5) working days written notice to the offices of each union.

6.3 Proper records of transmission of notices should be kept.

6.4 The non-attendance of observers will not preclude the selection process from proceeding provided the School Governing Body has informed unions of the scheduled meeting.

6.5 Role of Observers:

6.5.1 The observer will be present at all meetings of the Interview Committee during the shortlisting and interviewing processes.

6.5.2 The observer will not be directly involved in the processes of shortlisting and interviewing but will verify that approved procedures and practices are adhered to in a fair, consistent and uniform manner.

6.5.3 The observer has the right to draw the attention of a departmental representative to any irregularities observed during the proceedings.

6.5.4 In such instances, the observer shall conduct him/herself in the following manner:

(a) The observer must not discuss any question or comment in the presence of the candidate.
(b) Discussions concerning the perceived irregularity must take place after the candidate has left.

(c) The observer must first attempt to resolve any concern with the departmental representative. Should consensus not be reached, she/he must inform the departmental representative of his/her intent on to lodge a grievance.

(d) The Observer must continue to participate in the process while the grievance is being addressed.

6.5.5 The observer must sign all the relevant documents for shortlisting and interviews.

6.5.6 The observer must sign the declaration form and uphold the code of confidentiality as per Annexure F.

7. **SHORTLISTING**

The Interview Committee shall conduct shortlisting subject to the following guidelines:

7.1 The criteria used must be fair, non-discriminatory and in keeping with the constitution of the country

7.2 The curricular needs of the school

7.3 The obligations of the employer towards serving educators

7.4 The list of shortlisted candidates should not exceed five (5) and should not be less than three (3) per post. In the event that less than three candidates have been shortlisted, the interview shall be conducted after the School Governing Body shall have obtained approval from the Head of Department.

7.5 A permanent serving educator who acted for twelve (12) or more continuous months in a promotion post and meets the minimum requirements must be shortlisted. The educator must have been authorised by the Head of Department to act in the position.

7.6 Shortlisting shall also be conducted according to the shortlisting procedure as contained in Schedule 1 of this Collective Agreement.

7.7 The Interview Committee shall submit names of shortlisted candidates on S.-1 FORM, to the School Governing Body for the purpose of the School Governing Body to invite candidates for interviews.
7.8 Members of the Interview Committee shall append their signatures to SL-1 FORM.

8. INVITING CANDIDATES AND UNIONS FOR INTERVIEWS

8.1 The School Governing Body shall be responsible for the convening of the Interview Committee and must ensure that all candidates and unions are informed of the date, time and venue of the interview at least five (5) working days prior to the interviews.

8.2 In instances where the Principal is a candidate, a departmental official shall assist the School Governing Body.

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

8.2.1 Effecting personal serving of the notice on the candidate concerned provided the notice is signed and a copy is retained;

8.2.2 Posting of a registered letter containing the notice and retaining the registration slip;

8.2.3 Telefaxing the notice to the candidate and retaining the transmission report;

8.2.4 Sending a telegram; or

8.2.5 E-mailing the notice to the candidate.

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

8.2.6 Telephone notification should only be used as a back up to any of the above modes of transmission.

9. TRAVEL AND OTHER COSTS

9.1 Candidates invited to an interview shall travel to the venue of the interview at their own expense.

10. INTERVIEWS AND RANKING BY THE INTERVIEW COMMITTEE

10.1 The interview shall be conducted according to agreed upon guidelines as per this Collective Agreement, Schedule 2: Annexure A to D

10.2 The Interview Committee shall familiarise itself with the applicable interview dimensions as set out in Schedule 2 of this Collective Agreement.
10.3 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 Schedule 2, Annexure A to D of this Collective Agreement.

10.4 All candidates 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. The Interview Committee shall set questions/case studies on the day of the interview prior to the commencement of the interview session.

10.5 Where possible, Interview Committees shall make use of audiotapes to record the proceedings of the interview.

10.6 At the conclusion of the interviews, the Interview Committee shall rank the candidates in order of scores obtained, together with a brief motivation, and immediately submit on the same day on RF-1 FORM, to the school governing body for their recommendation to the Head of Department.

10.7 Members of the Interview Committee present at the interview session shall append their signatures to RF-1 FORM.

11. RECOMMENDATION BY THE SCHOOL GOVERNING BODY

11.1 The School Governing Body shall at a formally constituted meeting where members form a quorum, rank candidates in order of preference.

11.2 In recommending candidates, the School Governing Body must ensure that the principles of equity, redress and representatively are complied with and the governing body must adhere to:

a. The democratic values and principles,

b. Any procedure collectively agreed upon and determined by the minister for the appointment, promotion or transfer of educators which the candidate must meet,

c. Any procedure whereby it is established that the candidate is registered with the South African Council for Educators, and

d. Procedures that would ensure that the recommendation is not obtained through undue influence on the members of the governing body.

11.3 The governing body shall submit in order of preference to the Head of Department, a list of:
a. At least three (3) names of recommended candidates.

b. Fewer than three (3) candidates in consultation with the Head of Department.

11.4 When the Head of Department considers the recommendation as contemplated in paragraph 11.1 above, he or she must, before making an appointment, ensure that the governing body has met the requirements in paragraph 11.2.

11.5 The School Governing Body shall within two (2) working days after receiving the interview results submit recommendations in order of preference on RF-2 FORM to the Head of Department.

11.6 Members of the school governing body present at the recommendation session shall append their signatures to the RF-2 FORM.

12. RECUSAL

12.1 A member of a governing body or an 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).

A candidate may request that a particular member of the Interview Committee recuse himself/herself from the interview. The Interview Committee will after having considered the motivation given make a decision on the matter.

13. APPOINTMENT

13.1 The Limpopo Province Department of Education shall make the final decision on appointment subject to:

13.1.1 Satisfying itself that agreed upon procedures were followed, and


13.2 For purposes of 13.1 above, the Circuit Manager shall complete RF-3 FORM.
14. DATE OF APPOINTMENT

14.1 The effective date of appointment will be the first day of the month in which the successful candidate physically assumes duty in the post.

15. DATE OF EFFECT

This Agreement shall come into effect on the date it is signed in the Chamber.

16. INTERPRETATION AND APPLICATION

16.1. This Collective Agreement should be read together with the ELRC Resolution No 5 of 1998.

16.2 Any dispute about the interpretation and application of this agreement shall be resolved in terms of the dispute resolution procedure of the Council.

17. GRIEVANCES

17.1 An aggrieved applicant may lodge a grievance through the union or directly to the circuit in which the post is located.

17.2 A grievance must be lodged within a reasonable period of time in terms of the grievance procedure.

17.3 Should the matter not be resolved to the satisfaction of the aggrieved party, a formal dispute may be declared with the ELRC.

19. DEFINITIONS

In this agreement, unless the context indicates otherwise:

19.1 “employer” means the Limpopo Department of Education as defined in the Employment of Educators Act, 1998.

19.2 “educator” means an educator employed by the employer as defined in the Employment of Educators Act, 1998.

19.3 “governing body,” means the governing body as contemplated in the South African Schools Act, 1996, as amended.

19.4 “interview committee” means the committee established by the school governing body to deal with the processes of shortlisting and interviews.
20. SIGNING OF THIS COLLECTIVE AGREEMENT

Thus done and signed at Polokwane on this 30th day of September 2008.

ON BEHALF OF THE EMPLOYER

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ON BEHALF OF THE EMPLOYEE PARTIES

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