

SHORTLISTING and the INTERVIEW PROCESS



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DIE VERANDERING IN ONDERWYS
THE CHANGE IN EDUCATION

A. SHORTLISTING

The Interview Committee

1. Must be established at all educational institutions and must comprise of the following:
 - 1.1 Departmental representative (may be the principal – observer and resource person),
 - 1.2 Principal (if not a departmental representative – except in case where he/she is an applicant),
 - 1.3 Members of SGB (excluding members who are applicants), and
 - 1.4 One representative per union (act only as observers to shortlisting, interviews and drawing up of preference list).

The Interview Committee (continue)

2. Appoints a chairperson and a secretary.
3. Applications that met the necessary requirements must be handed over to the SGB.
4. SGB is responsible to convene the Interview Committee and they must do the following before the shortlisting, interview and drawing up of preference list take place:
 - 4.1 Inform relevant persons/trade unions
 - 4.2 Do this at least 5 days prior to date
 - 4.3 Inform about date, time and venue
5. Is principal is an applicant, a departmental official may assist the SGB.

The Interview Committee must ensure that:

- 1.1 Shortlisting criteria are fair, non-discriminatory and in line with the Departmental Equity Plan, other prescripts and the Constitution of the RSA.
- 1.2 The nature of the post, as well as well as its inherent needs and the job profile, i.e. qualities of the suitable candidates (leadership, communication, other relevant skills).
- 1.3 The obligation of the employer towards serving educators is met:
 - 1.3.1 candidates shortlisted not exceeding 5 per post,
 - 1.3.2 applicant in post for 12 months or more, must be shortlisted,
 - 1.3.3 a probity check of all candidate's credential must be done by the Resource Person before the interviews
(authenticity of CV, qualifications and all other documents)

The Interview Committee must ensure that: (continue)

2. The Resource Person provide a full report in a prescribed format to the interview panel.
3. The minimum educational requirements and required experience are met.
4. Three additional candidates must be put on a reserve list, in case of possible withdrawals.
5. The only score sheet provided approved by the Superintendent General must be used.
6. Setting of the criteria and interview questionnaire by the panel must be set on day of shortlisting and interview.
7. The curricular needs of institution are met.

B. THE INTERVIEW

1. In considering the applications, the Interview Committee must ensure that the principles of equity, redress and representivity are complied to (section 6(b) (i-v), EEA)
 - 1.1 Democratic values and principles,
 - 1.2 Stipulated procedures,
 - 1.3 Minimum requirements for appointment, and
 - 1.4 Procedures that would insure that the recommendation is not obtained through undue influence on the members of the SGB.

2. **The Interview Committee must also consider:**

- 2.1 The curricular needs of the school,
 - 2.2 The obligations of the employer towards serving educators.
- 3. Short-listed candidates should not exceed 5 per post and not less than 3 per post. An educator who has been acted in the post for 12 months or more in the post, **must be** shortlisted.
 - 4. The interviews will be conducted according to agreed upon guidelines and procedures.
 - 5. All parties must receive similar treatment during interviews.
 - 6. At conclusion, candidates must be ranked in order of preference, together with a brief motivation. Must be submitted to the SGB.

C. INDEPENDENT INTERVIEW COMMITTEES

1. If it is not possible for a panel to be constituted and/or where SGB is not able to discharge this function, the Superintendent General may appoint an Independent Interview Committee. This takes place after consultation with the SGB.
2. At least three (3) persons should be nominated by the DoE and one of each union representative that is party to the ELRC.

D. GUIDELINES FOR INTERVIEWS

1. Chairperson should thank the candidate for applying and set him/her at ease.
2. Interviewers should ensure that the candidate understands the questions and show interest and attention to responses.
3. Ask about community involvement.
4. Interview panel should not exhibit their superior knowledge and experience.
5. Responses to answers should be neutral.
6. Interview should be fair and non-discriminatory.
7. All interviewed candidates must receive the same treatment.
8. If the first choice is not appointed, the Superintendent General should be provided with reasons.
9. The panel uses the approved score sheet.

E. QUESTIONS WHEN INTERVIEWING CANDIDATES

1. Questions should aim at:

- 1.1 confirming image as reflected in CV,
- 1.2 clearing up uncertainties which might appear in application, and
- 1.3 obtaining further information (knowledge, experience, etc.)

2. Basis of evaluation

- 2.1 The interview should aim at candidate's work performance and potential.
- 2.2 Process should be objective in order not to disadvantage any candidate.
- 2.3 The Interview Panel has the right to use practical tasks, presentations, case studies, etc. for promotion posts.
- 2.4 The interview score sheet will ultimately determine the recommendation for appointment. Only score at interview is taken into consideration.
- 2.5 A written motivation which explains the suitability or non-suitability should support the appointment.

F. HANDLING OF COMPLAINTS

1. Any complaint raised by any of the role players, must be dealt with according to the PAM – Chapter G and/or any other agreed upon resolution.
2. A complaint should indicate the rank, post/reference number, education institution concerned, the district and the name of the complainant.

G. APPOINTMENT

1. The DoE must make the final decision.

H. RECORDS

1. Accurate records must be kept of all proceedings.

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