



## STAFF RECRUITMENT OFFICE

### Guideline for Staff Recruitment Documents

This guideline provides a transparent framework to ensure that all candidates' correspondence is treated consistently, fairly, reasonably and in accordance with employment legislation.

It is important to maintain the confidentiality of candidates in line with best practice and data protection legislation. Therefore candidates' full CVs and application forms will be made available only to those involved in the recruitment process or have the delegated authority to view these documents.

All recruitment enquiries, concerns and/or complaints should be forwarded to the Recruitment Manager in writing via e-mail on [craig.alexander@uct.ac.za](mailto:craig.alexander@uct.ac.za)

**NOTE: UCT Privacy Notices:**

**UCT Selection Committee privacy notice**

*When you participate in a recruitment process, you are required to complete a Declaration of Confidentiality and Conflict of Interest (HR205).*

*The university requires limited personal information in the form of your name and surname in order to store your declaration. We will only share your personal information with others if necessary to manage our relationship with you or ensure that the University runs smoothly.*

**UCT Job applicant privacy notice**

*When you apply for a position at UCT we either collect this information directly from you or from recruiters who help us find suitable candidates. We use your personal information to review your application, correspond with you and arrange travel and accommodation for interviews. We use the information about your race, gender, disability and nationality to implement our employment equity plan under the Employment Equity Act. We may need to use third parties to help us verify some of the information you shared with us by contacting the references you provided and confirming your qualifications. For some roles, we may do criminal and credit checks. For more information about how the University of Cape Town uses personal information and your rights, visit our [Privacy Notice](#).*

The information below specifies the various stakeholders and indicates which information can be shared with each:

**Selection committee**

Selection committees have access to the advertising form (HR200), the selection committee composition forms, agendas, candidate list, full applications, including application forms (HR201/204), assessment scores, assessment feedback, references and selection committee reports.

**The Office for Inclusivity and Change (OIC) or nominee**

The OIC or its nominee has access to the advertising form (HR200) and employment equity report (HR168).

**Senate members**

Senate members have access to the advertising form (HR200) and full applications (excluding references), for academic posts only.

**Council members**

Council members serving on selection committees have access to all of the same information as ordinary selection committee members. For Senior Executive posts requiring Council approval, all Council members have access to the report of the selection committee and candidates' information relevant to that post.

**Approval authority (person)**

Any person who has delegated approval authority has access to the advertising form (HR200), the selection committee composition forms, meeting agendas, candidate lists, full applications, including application forms (HR201/204), assessment scores, assessment feedback, references, selection committee reports, appointment form (HR100c), employment equity report (HR168) and regret letters.

**Executive Director: Human Resources (ED: HR) /Recruitment management**

The ED:HR and Recruitment management have access to the advertising form (HR200), the selection committee composition forms, meeting agendas, candidate lists, full applications, including applications forms (HR201/204), assessment scores, assessment feedback, references, selection committee reports, appointment form (HR100c), employment equity report (HR168) and regret letters.

**Human Resources Business Partner (HRBP)/ Employee Relations (ER) specialists**

The HRBP and ER specialists have access to the advertising form (HR200). All other recruitment documents may be shared on the ED: HR and Staff Recruitment management's discretion.

**Unions**

Union's representatives have access to the advertising form (HR200).

**Candidates**

Assessment feedback may be shared with the candidate concerned at the discretion of the selection committee. Regret letters are sent to all unsuccessful candidates who were interviewed

**Other parties**

All other parties may not be granted information on any recruitment processes due to confidentiality reasons.