Circular 02/2014  
Date: 04 June 2014

**GUIDELINES ON THE FILLING OF VACANT OFFICE BASED EDUCATORS POST (SES, DCES & CES)**

- Annexure A: Form A – Checklist
- Annexure B: Form B1 – Nomination Letter Panel
- Annexure C: Form B2 – Invitation Letter - Union
- Annexure D: Form C – Submission Template
- Annexure E: Form D – Declaration of Confidentiality
- Annexure F: Form E – Equity Grid Form
- Annexure G: Form F – Score sheet for Short listing
- Annexure H: Form G – Score sheet for Interviews
- Annexure I: Form H – Invitation letter: Candidates
- Annexure J: Form I1 – Shortlisting: Minutes Template
- Annexure K: Form I2 – Interviews: Minutes Template
- Annexure L: Form J - Regret Letter
- Annexure M: Grievance procedure
- Annexure A Form K- Register
- Annexure A Form L – Reference Request Form
- Grievance Procedure

**Distribution**

- All Chief Directors and Directors at Head Office &District Offices
- All District and Head Office staff members
- Educator Unions and Organisations

**Enclosures**

- Recruitment & Selection Directorate
- THRS Sub-directorate

On request, this circular will be made available in isiZulu within 21 days and will also be available on the GDE website at: www.education.gpg.gov.za
1. **PURPOSE OF THE CIRCULAR**

   The purpose of this circular is to:

   1.1 Explain the processes and procedures to be followed for the recruitment and selection process of Office Based Educators (SES, DCES & CES) in line with the approved organisational structure.

   1.2 Inform all potential applicants that this circular is the result of extensive consultation with unions and is underpinned by the principle of balancing the need for maintaining efficiency and allowing for minimum disruptions in the system.

2. **LEGISLATIVE FRAMEWORK**


   2.3 Labour Relations Act, 1995 (Act No. 66 of 1995), as amended

   2.4 Employment of Educators Act, 1998 (Act No. 76 of 1998), as amended

   2.5 Employment Equity Act, 1998 (Act No. 55 of 1998)

   2.6 The Public Finance Management Act, 1999 (Act No. 1 of 1999).

3. **IMPORTANT CONSIDERATIONS FOR THE FILLING OF VACANCIES**

   3.1 The Department prohibits the use of any form of unfair discrimination as provided for in Section 6(1) of the Employment Equity Act, which states that: “No person may unfairly discriminate, directly or indirectly, against an employee in an employment policy or practice, on one or more grounds including race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV status, conscience, belief, political opinion, culture, language and birth”.

   3.2 The Department emphasises that in the making of appointments and the filling of posts in the public service due regard shall be given to equality, other democratic values and principles enshrined in the Constitution.

   3.3 All line managers are reminded that they will recommend candidates for appointment to vacant posts in terms - the Employment of Educator’s Act 76 of 1998, as amended. The final appointment will be done by the Head of Department or a person delegated by him/her.
4. RECRUITMENT AND SELECTION

4.1 Identifying and Advertising of a Vacancy or Vacancies

a) All line managers/district directors are responsible for the identification and ensuring that all vacant, substantive posts are timeously filled.

b) On identifying a vacancy or vacancies, the relevant line manager must complete and submit the HR1 form (Attached as Annexure A), to the Recruitment and Selection Directorate at Head Office or Recruitment Unit of the relevant District.

c) The Recruitment and Selection Directorate will after confirming the vacancy, proceed with the advertising of the vacancy through GDE/DPSA Circulars or print media and the GDE website depending on the volume of vacancies.

d) The Recruitment and Selection Directorate will also ensure that notices will be posted in national newspapers to inform potential candidates at a broader scale of the availability of vacancy circulars/posts.

4.2 Sifting and sorting

a) The Department takes responsibility for the initial sifting process in order to eliminate the application of those candidates who do not comply with the minimum requirements. It is still possible that errors may occur in the above process. Possible errors detected will be corrected by the district HRP unit/head office Response Handling unit.

b) The relevant unit will sift candidates as follows:

   (i) Sifting criteria

   - Applicants should complete form Z83 for a specific post, stating the specific reference number as advertised.
   - Only one application will be considered for a specific post.
   - Candidates who wish to apply for more than one post must complete separate Z83 forms for each individual post.
   - Applications will be sorted / sifted according to the reference number as indicated on the application form.
   - All persons must have at least a recognised three–year qualification (REQV 13) obtained after grade 12 which must include appropriate training as an educator except those in fields such as Technical/Engineering/Therapist as per below extract from PAM:-
     - PAM chapter B paragraph 2.2 allows persons who qualify for appointment in a permanent capacity to be appointed in Technical, Engineering, Education Therapists and Instructional Programmes posts who may also be promoted to appropriate posts on higher post levels.
Notwithstanding the provisions above preference should in all cases be given to appropriately qualified applicants for any educator post.

**Note:** The required qualifications must be obtained prior to the date of commencement of duty.

- **Experience**

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<thead>
<tr>
<th>POST</th>
<th>POST LEVEL</th>
<th>MINIMUM TEACHING EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Education Specialist</td>
<td>3</td>
<td>5 years</td>
</tr>
<tr>
<td>Deputy Chief Education Specialist</td>
<td>5</td>
<td>8 years</td>
</tr>
<tr>
<td>Chief Education Specialist</td>
<td>6</td>
<td>9 years</td>
</tr>
</tbody>
</table>

(ii) **Name list of applicants**

- The computerised list generated during the sifting process will be included in a sealed package.
- This is a computerised list of eligible applicants for each post, giving details of the Post Number, Surname & Initials, ID/PERSAL of each applicant. Please note that the information that is contained in this list should be treated as confidential. This list may not be used for any other purpose other than short-listing and interviewing.
- The Recruitment and Selection directorate at Head Office and the sub-Directorate Transversal Human Resource Services will keep a copy of the computerised list for record purposes.
- Only those applicants who meet the specified requirements for the post will be considered for appointment and may therefore be considered by the panel for short-listing and interviewing purposes.
- **No** names may be added to these lists by the selection panel or any unauthorised person. Head Office/District Offices will be the only authority to add such names to the list should there be an application form in the sealed package but no name on the list and also should there be a name on the list and no form in the package, the HR will arrange for the form to be submitted.

### 4.3 Selection and Appointment of a Selection Panel

(a) The line manager of the directorate at Head office and the District Director at the District must by means of a submission appoint a selection panel to conduct the short-listing and interviewing process.

(b) The HOD or his delegate must approve the members of the selection panel depending on the level of the advertised post.
(c) Composition of the Selection Panel

The selection panel must consist of:

(i) An HR person who must provide guidance and support (resource person) and where possible provide technical advice and ensure that the principles of Employment Equity and Labour Relations are adhered to.

(ii) The Selection Panel must consist of at least three core members excluding the secretariat. These members must fall within the same post level category equal to, or higher than, the post level of the post to be filled.

(iii) The Secretary (appointed by the line manager/district director) must attend to all administrative duties in consultation with the chairperson and selection panel.

(iv) The Chairperson of the Selection Panel must be of a higher post level than the post to be filled and will oversee the entire selection process. The chairperson must report back to the Line Manager/director after the process, who in turn will recommend the outcome of the interviews to the HOD or delegated authority.

(v) Observers which are one member of each CTU to observe the selection proceedings (shortlisting & setting of criteria, setting of questions & interviews). Non-attendance of unions does not invalidate the process. Observers to get time off in line with the Employment of Educators Act, 1998, as amended.

NB: A selection panel must have adequate representation and include members with relevant expertise. Preferably the same panel must sit on the shortlisting and interviewing processes unless under exceptional circumstances.

4.4 Shortlisting

The following provisions apply to the functions and meetings of the selection panel:

(a) Annexure E: Form F (Declaration of confidentiality) must be completed by panel and organised labour at the beginning of short listing and interview for each post.

(b) The inherent (built-in) job requirements (as contained in the advertisement) must be the basis on which candidates are included or excluded from the shortlist, taking into account employment equity requirements.

(c) All decisions in short-listing, including reasons why applicants were not short-listed must be recorded on the required form and should be filed with the CVs of applicants.

(d) The Secretary must invite the short-listed candidates to the interview process, and must notify the members of the dates, times and venues of interviews. The dates, times and venues of the interviews must be set in consultation with the members of the selection panel.
(e) The candidates and unions must be invited and must be given five (5) working days before the shortlisting/interviews processes.

(e) The Secretary must facilitate travel and logistical arrangements for candidates attending interviews. The Directorate or District Office with vacant post(s) must compensate candidates for travelling expenses should they shortlist them. 

(f) A short-listed candidate must be invited to an interview telephonically and in writing (all documents or evidence to be filed).

(g) The Department will not pay the costs for applicants that have been shortlisted; the secretariat must inform the candidate.

4.5 Interviews

The following provisions apply to the process of interviews:

(a) All interviews must be structured. The selection panel must use a predetermined questionnaire to obtain information on training, skills, competence and the necessary knowledge to meet the inherent job requirements of the post. The questions can be asked in a specific order.

(b) During the interview, the candidate must be informed for which post he or she is being interviewed, and told about the selection process that is being followed. The selection panel is responsible for providing the applicant with information about the job and the organization, and for responding to the applicant's questions in this regard.

(c) The selection panel must complete score sheets for individual candidates, immediately after the interview. The candidate's scores and motivation by the panel will guide the suitability of that particular candidate for the position.

(d) The selection panel must be careful not to create any expectations during the interview. Moreover, the director is not bound by the decision of the selection panel or any other person to disclose information, before a final decision is taken about appointing the successful candidate.

(e) All members of the selection panel should be present throughout the interview process, unless exceptional circumstances exist.

(f) The interview questionnaire and all questions asked should be based on the inherent (built-in) job requirements. Biased or discriminatory questions must be avoided.

(g) The candidates’ responses and score during the interview must be documented.

4.6 RECOMMENDATION

(a) Where possible, at least three candidates in order of preference must be nominated for a specific post, in order to avoid the post being re-advertised should the first candidate decline the job offer.

(b) The selection panel shall make a recommendation on the suitability of a candidate after considering—

(i) Information based on valid methods, criteria or instruments for selection that are free from any bias or discrimination;

(ii) the training, skills, competence and knowledge necessary to meet the inherent requirements of the posts;

(iii) the needs for the directorate or
The following documents must be included in **the submission**:

- Check List (Form A)
- Advert
- Nomination letter – Panel (Form B1)
- Invitation to unions and evidence thereof (Form B2)
- Submission Recommendation for appointment (signed by all stakeholders) (Form C)
- Confidentiality forms (Form D)
- Equity Grid (Form E)
- Panel scores – score sheet for shortlisting (Form F)
- Panel scores – score sheet for interviewing (Form G)
- Invitation to interviewees (Form H)
- Minutes (typed) for shortlisting and interviews indicating decisions taken (Form I)
- Regret letters – Form J
- Signed register – (Form K)
- Reference request forms (Form L) (all interviewed candidates)
- Interviewed candidates Z83 and CVs (application form of recommended to be on top of the pack)
- Competency assessment reports (Chief Education Specialist)
- Summary list of all candidates who applied for the post

**Completion of recommendation documents**

- At the conclusion of the interviews, the selection panel shall rank the candidates in order of preference together with a clear brief motivation (see submission template, Annexure D)
- This is the Panel’s submission of the recommended candidates for appointment to the HOD/delegated authority after the interviews have taken place.
- The chairperson and secretary must sign the minutes of both shortlisting and interviews.

**Submission of recommendations**

- The panel should deliberate and reach consensus before submitting to the delegated authority or the line manager/District Director for approval.
- The chairperson of the and the secretary are responsible for compiling the recommendation whereby all selection panel members have signed the
attendance register as acknowledgement of agreeing to the submission and to submit to the Director of the business unit who will in turn ensure that the submission is submitted to the relevant delegated authority via the HR office.

- Recommendation must include minutes (see attached template) of the shortlisting, interviews and decision of the panel. This should be done within 2 days of the conclusion of the interview process.
- Submission together with the full application (Qualifications, ID, SACE certification stamp not older than six months from the date of the advert and recent salary slip – if from another Province) of recommended candidate should be submitted to the relevant district THRS/Head Office: Recruitment & Selection Directorate.
- Complete documents including certified ID copy, qualifications and any other relevant documents must be submitted to HR and all the interviewed candidates’ application forms, HR will take responsibility to verify documents (INCOMPLETE RECOMMENDATION WILL NOT BE PROCESSED).
- The HOD/delegated authority will consider the recommendation of the chairperson/line manager provided that the recommended candidate meets the minimum requirements as stipulated in the advert and the panel complied with the shortlisting and interview process as agreed and minuted by the panel.
- In cases where the HOD/delegated authority declines the recommendation, he/she must provide full motivation in writing within 20 working days or call a meeting of all the selection panel members including organised labour to discuss the reasons for declining the recommendation and to minute the decision taken in the meeting. Should there be no communiqué within 20 working days from the HOD/delegated authority, it will imply that the recommendation made by the line manager/District Director stands (this will be in line with the delegations)
- According to the delegations unless stated otherwise the delegations are as follows:-
  ✓ Chief Education Specialist – approval is granted by the HOD
  ✓ Senior Education Specialist and Deputy Chief Education Specialist – approval is with DDG: Corporate Services

NB: It is improper for interviewing selection panel or union representatives observing the process to inform any of the interviewees about the outcome of the interviews before the HOD or delegated authority has approved the recommendation of the line manager. Such disclosure of official information without approval will be viewed as misconduct and will be dealt with according to law.

(f) Reference and background checks

According to PSR, Part VII, Paragraph D.8 (a):
“Before making a decision on an appointment or the filling of a post, an executing authority shall:

Satisfy her or himself that the candidate qualifies in all respects for the post and that her or his claims in her or his application for the post have been verified and according to the Implementation of the National Vetting Strategy in the Public Service: Circular 14/1/1/P of 23/11/07.”

The verification prescribed under PART VII, D.8 (a) of the PSR, 2001 as amended, shall with effect from 1/1/2008 cover at least the following:

(a) Criminal record checks
(b) Citizenship verifications
(c) Financial/asset record checks
(d) Qualifications/Study verification; and
(e) Previous employment verification (Reference checks)"

(g) Clearance letter

Candidates to submit clearance letter with regards to certain offences such as Sexual offence.

5. **APPOINTMENT**

The requirements as stated in the advertisement will apply. All applicants must be registered with SACE. The candidate should be given 5 working days to respond to an offer of employment by the chairperson of the panel. The assumption of duty take place once the recommendation has been approved by the HOD or delegated authority, acceptance of the offer of appointment letter by the incumbent and the supervisor/Line Manager.

6. **APPLICATIONS OF UNSUCCESSFUL APPLICANTS**

7.1 The application forms must be kept in a safe place by the responsible Director in whose Directorate the post(s) exists for a period of six (6) months, after which it may be destroyed.

7.2 The secretary must inform all the short listed candidates of the outcome of the interviews within a month of the interview meeting.

7. **DATE OF APPOINTMENT**

The preferred date of appointment will be as advertised in the advert or the date of commencement of duty which is a later date, as negotiated between all relevant parties where the date of appointment cannot be met. The date of assumption of duty will be considered to be the actual date of appointment.
8. **COMPETENCY ASSESSMENT AND VETTING**

9.1 Candidates at the level of Chief Education Specialist will be subjected to competency assessment and security vetting. It is one of the tools helping the selection panel to finalise their recommendation and delegated authority to make final decision and also to identify developmental needs of the recommended candidate.

9.2 Competency assessment cannot be used as the only tool for recruitment.

9.3 Only approved DPSA service provider will be used to administer competency assessments.

9. **GRIEVANCE PROCEDURE**

All grievances will be handled by a Grievance committee in terms of the GDE grievance policy (see Annexure A)

BOY NGOBENI  
HEAD OF DEPARTMENT  

DATE: 04.06.2014
CHECKLIST

POST TYPE:___________________
Post Ref No:__________________

/Documents to be included on submission to D: THRS (HRP) or HO: R&S/

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<thead>
<tr>
<th>No</th>
<th>Documents</th>
<th>Check (Y &amp; N)</th>
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<tbody>
<tr>
<td>1.</td>
<td>Form B1 –Nomination Letter -Panel</td>
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<td>2.</td>
<td>Form B2 –Invitation Letter -Union</td>
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<td>3.</td>
<td>Form C – Submission Template</td>
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<td>4.</td>
<td>Form D – Declaration of Confidentiality</td>
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<td>5.</td>
<td>Form E – Employment Equity grid</td>
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<td>6.</td>
<td>Form F – Score sheet for shortlisting</td>
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<td>Form G – Score sheet for interviewing</td>
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<td>8.</td>
<td>Form H – Invitation - Interviewees</td>
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<td>9.</td>
<td>Form I – Minutes Templates</td>
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<td>10.</td>
<td>Form J - Regret Letter</td>
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<td>11.</td>
<td>Form K - Register</td>
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<td>12.</td>
<td>Form L – Reference Request Form</td>
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NOMINATION LETTER - PANELLIST

Mr/Ms/Dr/Prof/Adv.:

Re: Nominated Panellist for GDE Post of ___________________________

(Reference No: ________________)

You are cordially invited to sit in the interview committee as a nominated panel member for the Gauteng Department of Education on the post of ________________

The details for shortlisting and interviews are as follows:

<table>
<thead>
<tr>
<th>Shortlisting</th>
<th>Interviews</th>
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<tr>
<td>DATE</td>
<td>DATE</td>
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<td>TIME</td>
<td>TIME</td>
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<td>VENUE</td>
<td>VENUE</td>
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Please confirm your availability with the: Director: ________________ on or before ________________ at (contact number) ________________.

Yours sincerely

____________________
(Name)
CHAIRPERSON/SECRETARIAT

Date
INVITATION LETTER- UNIONS

Mr/Ms/Dr/Prof/Adv.:

Re: Nominated Union Observer for GDE Post of

________________________________________

(Reference No: ________________)

You are cordially invited to sit as an observer during the shortlisting and interviewing processes to be conducted by the Gauteng Department of Education for the post of ______________________ Reference number _____________________________

The details for shortlisting and interviews are as follows:

<table>
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<tr>
<th>Shortlisting</th>
<th>Interviews</th>
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<td>DATE</td>
<td>TIME</td>
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</table>

Please confirm your availability with the: Director: ________________ on or before ________________ at (contact number) ________________.  

Yours sincerely

____________________
(Name)
CHAIRPERSON/SECRETARIAT

Office:

Date
SUBMISSION: RECOMMENDATION FOR APPOINTMENT

(IN LINE WITH THE DELEGATIONS):-- GAUTENG DEPARTMENT OF EDUCATION

REQUEST APPROVAL TO APPOINT ______________________________________IN THE GAUTENG DEPARTMENT OF EDUCATION ESTABLISHMENT (REF………………………………………………..)

1. PURPOSE

To obtain approval from the (in line with the delegations) to appoint Ms / Mr…………………………

as __________________ in __________________sub-directorate/directorate within the

Gauteng Department of Education establishment.

2. BACKGROUND/DISCUSSION

2.1 The post was advertised in the media/Circular with the closing date of ……………..

2.2 In response to this advertisement, a total of _____________applications were received from internal and outside Public Service.

2.3 Screening was done by Response Handling with due consideration of the requirements of the post as indicated in the advertisement.

2.4 The following shortlisting criteria were approved by the panel :-

- Xxxxxx
- Xxxxxx
- xxxxx

2.5 A shortlist was drawn up and supported before the interviews. The short listed candidates were:

<table>
<thead>
<tr>
<th>NAME &amp; SURNAME</th>
<th>POSITION</th>
<th>ORGANIZATION</th>
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</table>
2.6 The interviews were held on ................ An Interview Committee was constituted consisting of:

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<tr>
<th>NAME</th>
<th>POSITION</th>
<th>ORGANIZATION</th>
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2.7 The following key performance areas which are crucial for this post were identified as follows:

**REQUIREMENTS** *(advert requirements)*
- Xxxxxxxxxxx
- Xxxxxxxxxxx
- Xxxxxxxxxxx

**DUTIES** *(Advert Duties)*
- Xxxxxxxxxxx
- Xxxxxxxxxxx
- Xxxxxxxxxxx

2.8 Evaluated against the relevant factors and after careful consideration, the selection panel identified three preferred candidate as the most suitable recommended for appointment, the order of preference is:-
1. Xxxxxxxxxxxxxxxx
2. Xxxxxxxxxxxxxxxx
3. Xxxxxxxxxxxxxxxx

2.8.1 Ms/Mr/Prof/Dr/Adv. .................

**Ms/Mr/Prof/Dr/Adv**___________________ is in possession of (elaborate on qualifications and experience)

________________________________________________________________________________________
________________________________________________________________________________________
____________________________________________________________
________________________________________________________________________________________
______________________________________________

2.9 Measured against the applicant mentioned in paragraph 2.8.1 above and requirements of the position, the following candidates are regarded as next suitable for appointment.

2.9.1 Ms/Mr/Prof/Dr/Adv .................

________________________________________________________________________________________
________________________________________________________________________________________
____________________________________________________________

2.9.2 Ms/Mr/Prof/Dr/Adv .................

________________________________________________________________________________________
________________________________________________________________________________________
____________________________________________________________

3. **FINANCIAL IMPLICATIONS**

The basic salary of R ................. per annum plus benefits according to the advert has been budgeted for in the approved organizational structure. Funds are therefore available to cover the expenses of the appointment.
4. **DELEGATION OF POWER (check delegations)**

In terms of the Department delegations, the power to appoint, promote or transfer employee to a vacant advertised post on the establishment, subject to prescribed conditions as defined in Section 42 (1) of the Public Service Act, 1994, as amended, and Chapter 1: Part VII/B1 and F.1 of the Public Service Regulations, 2001, as amended on post level, ________ is vested with the ________________________________.

5. **RECOMMENDATION**

It is recommended that the ________________________________ (check delegations) approves the appointment of Ms/Mr/Prof/Dr/Adv ____________________________ to the vacant post of ____________________________ in office/directorate on the Gauteng Department of Education establishment. In the event that Ms/Mr/Prof/Dr/Adv ____________________________ declines the offer, Ms/Mr/Prof/Dr/Adv ____________________________ will be offered the post as the next most suitable candidate.

Recommended

__________________________

Print Name

__________________________

Signature

DIRECTOR:

DATE: ______________________

Recommendation in Paragraph 5 supported/not supported/supported as amended

__________________________

Print Name

__________________________

Signature

CHIEF DIRECTOR:

DATE: ______________________

Recommendation in Paragraph 5 supported/not supported/supported as amended

__________________________

CHIEF DIRECTOR: SHRM

DATE: ______________________

**NB: THE ROUTE AND APPROVAL WILL BE IN LINE WITH THE HR DELEGATIONS**

**Relevant letterhead for specific office**
DECLARATION OF CONFIDENTIALITY

POST: _______________________

REFERENCE NO: ______________

DECLARATION OF CONFIDENTIALITY

I, ________________________, ID No: ____________________ hereby declare that I will

NOT disclose any information with regard to the posts where I am assigned to serve as a secretary, panel member or observer.

I further declare that I perceive what is done is confidential and I will in no way discuss any information outside of this room, nor will I take part in any speculation and this declaration is binding on my conscience.

Signed on this ________________ day of ____________20__ at __________________________

____________________
Signature
# FORM E – Equity Grid

## Gauteng Department of Education

**EQUITY GRID AS ON** [DATE]

### BEFORE APPOINTMENTS: CS EDUCATORS

<table>
<thead>
<tr>
<th>POST LEVEL</th>
<th>MALE</th>
<th>FEMALE</th>
<th>WHITE</th>
<th>FOREIGN NATIONALS</th>
<th>TOTAL</th>
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<td>A C I A C I W W Male Female</td>
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### AFTER APPOINTMENTS: CS EDUCATORS

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<th>POST LEVEL</th>
<th>MALE</th>
<th>FEMALE</th>
<th>WHITE</th>
<th>FOREIGN NATIONALS</th>
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## BEFORE APPOINTMENTS ARE MADE: PUBLIC SERVANTS

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### AFTER APPOINTMENTS ARE MADE: PUBLIC SERVANTS

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### Abbreviations

- **A**: African
- **C**: Coloured
- **I**: Indian
- **W**: White

**SIGNATURE**

**LINE MANAGER / DISTRICT DIRECTOR (FULL NAME)**
SCORE SHEET FOR SHORTLISTING

Directorate/Office: 
Reference No: 
Post: 

NAME OF CANDIDATE: __________________________

CRITERIA FOR SHORTLISTING

<table>
<thead>
<tr>
<th>No</th>
<th>Scoring Item criteria</th>
<th>Weighting</th>
<th>Candidate Score</th>
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Total Score: __________________________

PANEL MEMBER:

Initials & Surname: __________________________ Signature: __________________________ Designation: __________________________ Date: __________________________

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FORM G – SCORE SHEET FOR INTERVIEWS

SCORE SHEET FOR INTERVIEWS

Post Type:

<table>
<thead>
<tr>
<th>NAME OF CANDIDATE</th>
</tr>
</thead>
</table>

INSTRUCTIONS

The following document has been prepared in order to provide each candidate a fair and equal opportunity to convey their personal experiences of using the competencies that are necessary for the position. A series of questions has been designed to elicit from the candidates, exactly what the nature is of their use of competencies in practical experiences. This will allow the panel to determine which of the candidates has the greatest potential to fulfil the role with success. Each candidate is asked the same questions, and each question is aligned with specific and valid competencies.

Please read through the questions that follow in order to prepare you for the interview. It is important that the panel understands the questions and how they relate to the competencies. For the sake of continuity and synergy in the panel, it is important that the process runs smoothly, with panel members following the questions carefully.

Please stick to the prescribed questions that have been provided. Only when more clarity is needed, will follow up questions be permitted. This is to ensure that there is no inconsistency in the line of questions that is posed to different candidates. Please try and avoid asking the following types of questions:

- Questions that are not related to the competencies (i.e., personal history information)
- Leading questions like, “don’t you think that it is important to.”?
- Closed questions like, “Do you believe in participative management?”

If you are unsure of a question or its relevance and meaning, please consult the chairperson who will explain. If the panel chooses to ask questions in a shared fashion, it is critical that everyone follows the sequence and is prepared for the follow-ups.

Although it is understood that there are many competencies, which are necessary for this particular job, even some that are of an important technical nature, the focus for the interview is to determine what differentiates the superior from average performers. These differentiating competencies are considered valid predictors of future job success and therefore are included in this assessment.
### QUESTION 1

<table>
<thead>
<tr>
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<th>3</th>
<th>4</th>
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**QUESTION 4:**

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## QUESTION 5:

### COMMENTS

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GUIDELINES ON FILLING OF OFFICE BASED EDUCATORS
(SES, DCES & CES)

Post Type:_______________

GENERAL OVERVIEW

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

TOTAL SCORE: [ ]

NAME OF PANELIST: ____________________________

SIGNATURE: _________________________________

DATE: _________________________________
INVITATION LETTER: CANDIDATES

Mr/Ms/Dr/Prof/Adv. ______________

Invitation to an interview for the post of _______________ REF (______________)

You have applied for the above mentioned post for which we are happy to inform you that you have been short-listed.

The details regarding the interview are as follows:

Date:

Venue:

Time:

Please, confirm your availability with .....................after receipt of this invitation at

(Tel no)______________, email to .....................@gauteng.gov.za or fax to (fax number)............. .............by the latest (Time, Day and date).

Once you have confirmed your availability and should you not be able to attend, kindly advise us at least 24 hours prior to the interview in writing by means of an email or fax).

Yours faithfully

________________________
Signature

_______________________
Print Name
Date

I ACCEPT / DECLINE THE INVITATION TO ATTEND THE INTERVIEW ON ____________

SIGNATURE: ____________________
Minutes of the Short listing for (Position)___________ Post number
_____________: held on (date)____________at ____________(Place)

Present:

Apologies:

__________________________________________

The Short-listing started at ________________ (time)

- The panelists were taken through the applicants file by the chairperson of the selection committee explaining all the documentation in the file. (Management plan, Guidelines, Legislative Frameworks, equity statistics, candidates list and sifted candidates list)
- Sealed packages were received from HR.
- Names on list were compared with application forms.
- Panelists confirmed total number of disqualified and qualified candidates on the list
- Chairperson requested panelists to declare and recuse themselves if they have vested interest.

1. Process of short listing – criteria used and scoring

   - The panelists then proceeded to shortlist applications as per following criteria:-
     - Xxxxxxxxxxx
     - Xxxxxxxxxxx
   - The panel agreed on _____________ cut–off score and all candidates above that score will be called for the interviews.
   - The following candidates were shortlisted and the secretariat will contact (by means of telephone & fax/email) them for interviews:
     - Xxxxxxxxxxxxxxx
     - Xxxxxxxxxxxxxxxxxx
     - Xxxxxxxxxxxxxxxxxx

2. Announcement of interview venue, date & time

   The short-listing was adjourned at (time).

_____________________   (Tel. No.) _________________
PRINT NAME & SIGN
Secretary

PRINT NAME & SIGN
Chairperson of panel
FORM I2: Interviews - Minutes Template

TEMPLATE FOR MINUTES OF INTERVIEWS

Minutes of the interview for (POST) _______________________________________
(Ref No: _____________) held on (DATE)______________ at
(PLACE) ______________________________________
Present: (see attached attendance register)

Apologies:
Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

1. The Pre-interview session:

The discussion started at ______ (TIME) with all panellist and observers present. The
following was agreed upon:-

- The chairperson welcomed all?????
- Number of questions to be asked and possible answers to each question
- Allocation of scores per questions and weighting
- Allocation of questions to panellist
- Candidates will be interviewed individually/group
- The panel committee agreed that scores and deliberation will be used to determine
  the successful candidate

2. Interview session:

The interviews started at ______ (TIME)

3. Interview Process (it will differ depending on the process)
3.1 The first candidate was called in and the chairperson introduced the
panel and scribe.
3.2 The second candidate did not avail herself for the interview, and when called she
indicated that her husband did not convey the details about the interviews clearly to her.
3.3 The panel decided to carry on without the candidate. The other four candidates were
called and requested to come 30 minutes earlier than scheduled.
3.4 The panel interacted with all the four candidates individually for one hour.
3.5 The same questions were asked for every candidate and the candidates responded well
and kept eye contact.
3.6 Each interviewee was asked to comment about the composition of the panel to which
they all expressed satisfaction and happiness.
3.7 The interviewees were given a chance to ask their own questions after the interview

NB: it is important for the secretariat to take key or/and summary responses for each
question per interview candidate.

4. Panel Analysis

4.1 Final discussion took place and the panel agreed to identify the stronger candidate
based on scores and deliberations.
4.2 Summary

4.2.1 Ms ________: She has educational context, experience and is familiar with computer programs and their functionality. Responded well to questions and was assertive, confident and has knowledge about the job requirements.

4.2.2 Ms ________: She has limited knowledge about computer programs but with development she will improve. She is sharper but not expressive. She is knowledgeable about the functions of the directorate and responded well to questions.

4.2.3 Ms ________: Did not respond well to questions, her answers were very short and vague despite the panel’s efforts to try and assist her.

4.3 The discussion and analysis showed that Ms ________ is the successful candidate in relation to scores, experience and job knowledge. Ms ________ is appointable as second candidate but will need a lot of support and development.

The following is the summary of the scores per panel:

<table>
<thead>
<tr>
<th>Candidates</th>
<th>Panel 1</th>
<th>Panel 2</th>
<th>Panel 3</th>
<th>Total score</th>
</tr>
</thead>
</table>

The panel concluded and agreed as follows in order of priority based on the above final scores and deliberation in paragraph 4:

4.3.1 Ms ________: Recommended as the first candidate
4.3.2 Ms ________: Recommended as the second candidate
4.3.3 Ms ________: Recommended as the third candidate

The interview adjourned at (TIME)

Chairperson:_________________ Secretariat:______________________________

Date: ______
PARTICULARS OF AN APPLICANT

Dear

We refer to your application for the post of ______________ in the Gauteng Department of Education: Reference number: _____________.

We wish to thank you for attending the interview on ……………………………………………………... …... We regret to inform you that your application was unsuccessful.

We appreciate your interest in the post and wish you well in your future endeavours.

Yours sincerely,

___________________
Print name
Designation

___________________
Signature
Date: ________________

FORM J- REGRET LETTER
Enq:
Tel: .................
Ref no: .............
ATTENDANCE REGISTER

ATTENDANCE REGISTER FOR SHORTLISTING/INTERVIEWS:

POST:

POST REF NUMBER:

DATE:

VENUE:

PANEL/CANDIDATES

<table>
<thead>
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<th>Initials &amp; Surname</th>
<th>Designation</th>
<th>Signature</th>
<th>Date</th>
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