



SAOU (Gauteng)

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**Blitz 14/2016 : 24/02/2016**



### PROSES VIR DIE VULLING VAN POSTE

Skole het reeds die aansoeke vir die vulling van die vakante poste ontvang en sal dus eersdaags met die proses begin. Beheerliggame moet die Gauteng Departement van Onderwys se riglyne vir die vul van vakante poste deeglik bestudeer om seker te maak dat die proses glad verloop. Die SAOU wil net die volgende belangrike aspekte onder sy lede se aandag bring:

- Alle botallige opvoeders **wat aan die posvereistes voldoen**, moet outomaties gekortlys word vir 'n onderhoud. (Selfs as dit meer as 5 botallige opvoeders is.)
- Beheerliggame moet seker maak dat die 5 werksdae kennisgewing in lyn is soos vervat in die riglyne. Volgens die riglyne word die dag waarop die kennisgewing uitgestuur word, nie geag as deel van die 5 werksdae nie.
- Die **aanstellingsdatum** is 1 Mei 2016.

### PROCESS FOR THE FILLING OF POSTS

Schools have already received the applications for the filling of vacant posts and will soon start the process thereof. School governing bodies must study the directives of the Gauteng Department of Education for the procedure and make sure that the process runs smoothly. The SAOU just wants to focus their members' attention on the following:

- All educators who are in addition and fulfil the post requirements must automatically be shortlisted for an interview (even if there are more than 5 educators in addition.)
- SGB must ensure that the five workday notice must comply with the directive in the guideline. According to the directive the first day that the notice is send out, is excluded from the five work days.
- **Assumption of duty** for the successful candidates is 1 May 2016.

Control Lists



### KONTROLELYS VIR VAKBOND-VERTEENWOODIGERS TYDENS KORTLYSTING EN ONDERHOUDPROSES

Ingesluit in die nuusbrieff is 'n kontrolelys vir diegene wat gaan optree as die vakbondverteenwoordiger tydens die kortlysting en onderhoudproses. Let daarop dat die persoon se taak dié van 'n **waarnemer** is. Omdat die proses wetlik voorgeskryf word, is dit dus van kardinale belang dat die waarnemer die proses monitor en aantekeninge maak. Enige ongeruimdhede moet onmiddellik onder die SAOU se aandag gebring word.

### CONTROL LIST FOR UNION REPRESENTATIVES DURING SHORTLISTING AND INTERVIEWS

Included in the newsletter is a control list for the union representatives during the shortlisting and interviewing process. It must also be emphasised that these persons may only act as observers. As the process is legally prescribed, it is imperative that the observer monitors and takes notes of the process. Any irregularities must immediately be reported to the SAOU.

## DIE PROSES VAN KORTLYSTING, ONDERHOUDE EN AANSTELLINGS

### 1. Inleiding

Nasionale onderwysbeleid skryf voor dat geen kortlysting of onderhoude met die oog op die permanente vulling van opvoederposte mag plaasvind sonder 'n **uitnodiging aan elkeen van die erkende onderwysvakbonde** (vakbonde wat sitting het in die RAVO) om 'n verteenwoordiger as waarnemer te stuur nie. Die doel van die maatreël is om te verseker dat die seleksieproses met die **nodige deursigtigheid** geskied en om te voorkom dat geen onregverdigheid, onbillike inmenging of manipulasie, die integriteit van die seleksieproses skend nie. Tans is die erkende vakbonde CTU SADTU en CTU-ATU.

### 2. Die siftingsproses

Dit is die Onderwysdepartement se verantwoordelikheid om alle aansoeke deur te werk en om aansoekers wat nie kwalifiseer nie, te elimineer. Alle aansoeke van kandidate wat kwalifiseer, moet na die betrokke beheerliggaam deurgestuur word.

### 3. Die samestelling van die kortlys

3.1 Die beheerliggaam van die skool stel 'n **onderhoudskomitee** (paneel) soos volg saam:

- een **departementele amptenaar** (wat ook die plaaslike skoolhoof kan wees) as **waarnemer en kenner van onderwysbeleid** wat die beheerliggaam van advies sal bedien indien laasgenoemde daarvoor vra;
- die **skoolhoof** indien hy/sy nie as departementele amptenaar optree nie, of indien hy/sy nie self 'n kandidaat is nie;
- **lede van die beheerliggaam**, wat verkieslik **minstens een opvoederlid** sal insluit, mits laasgenoemde nie self 'n applikant is nie.
- een vakbondverteenvoorder van elk van die erkende vakbonde wat in RAVO verteenwoordig is (slegs as waarnemers).

Die onderhoudskomitee kan ook die hele beheerliggaam wees.

3.2 Die onderhoudskomitee hanteer die **kortlystingsproses** ooreenkomstig die volgende riglyne:

- die kriteria wat aangewend word moet regverdig, nie-diskriminerend en in lyn met die Grondwet van die land wees; (Die paneel bepaal self die kriteria volgens die profiel van die betrokke pos met inbegrepe van die vereistes soos vervat in die vakaturelys)
  - die kurrikulêre (operasionele) behoeftes van die skool;
  - uitskakeling van ongelykhede van die verlede;
  - die lys van kandidate wat vir onderhoude genooi word, behoort nie **vyf per pos** te oorskrei nie; Daar is uitsonderings.
- Al die betrokke partye (unies) moet minstens **5 werksdae** voor die vergaderdatum skriftelik deur die beheerliggaam van die kortlystingsvergadering en onderhoude in kennis gestel word.
  - Die onderhoudskomitee stel eers die **kriteria** op volgens die **profiel van die pos** voordat die aansoeke oopgemaak word.
  - Alle aansoeke moet deurgewerk en bepunt word voordat die **ranglys** en top 5 kandidate bepaal word. Paneel bepaal sy eie werkswyse.

### 4. Onderhoude

4.1 Elke kandidaat op die kortlys moet minstens **5 werksdae** vooraf in kennis gestel word van die **datum, tyd en plek** van die onderhoude.

4.2 Een lid van elke erkende vakbond (CTU-SADTU & CTU-ATU) sowel as een departementele verteenwoordiger kan die onderhoude as waarnemers bywoon. Ook hierdie persone moet 5 werksdae vooraf deur die beheerliggaam skriftelik in kennis gestel word. **Bewys van kennisgewing moet gelewer word.**

4.3 Alle kandidate moet **dieselfde behandeling** ontvang (similar treatment). Die implikasie hiervan is dat kandidate dieselfde basiese kernvrae gevra word, maar nie noodwendig woordeliks as vir die ander kandidate nie. Bevoordeling van 'n bepaalde kandidaat(e) mag egter nooit plaasvind nie.

4.4 Onderhoudskomitees mag 'n regverdige stelsel van **puntetoekening** ontwerp. Dit kan van pos tot pos verskil.

4.5 Na die onderhoude moet al vyf kandidate deur die onderhoudskomitee in **rangorde** geplaas word. Waarnemers woon hierdie proses by. Die kandidaat met die hoogste puntetelling hoef nie noodwendig deur die onderhoudskomitee eerste aanbeveel te word nie.

4.6 'n Onderhoudskomitee lê sy rangordelys aan die **volle beheerliggaam** voor vir bekragtiging of wysiging en finalisering voordat die eerste drie kandidate in voorkeurorde (met motivering) en alle relevante dokumentasie en notules na die Departement

deurgestuur word. Indieningsdatum word deur die bestuursplan bepaal. **Die distrik doen die aanstelling** en lê dit voor aan die Beheerliggaam tesame met hul motivering indien hulle nie die eerste kandidaat aanstel nie.

- 4.7 Indien 'n **waarnemer afwesig** is, gaan die proses nogtans voort, mits kennisgewing behoorlik geskied het.
- 4.8 'n Lid van die Beheerliggaam wat 'n **persoonlike belang** by die proses het, moet homself/haarself van die vergaderings verskoon.

## 5. Die rol van die waarnemer

- 5.1 Die rol van die waarnemer is primêr om alle prosesse noukeurig waar te neem en om homself/haarself daarvan te vergewis dat **regverdigheid en deursigtigheid** deurgaans tydens alle prosesse geskied en dat alle kandidate volgens **dieselfde kriteria** beoordeel word tydens kortlysting.
- 5.2 Waarnemers woon **alle** stadia van die prosesse by en word op geen stadium deur die beheerliggaam uitgesluit nie.
- 5.3 Waarnemers neem nie aktief aan die prosesse deel nie, maar hou net die prosedures dop. Neem deel indien mening gevra word oor **prosedures**, maar neem nie deel aan besluitneming of seleksie van kandidate nie.
- 5.4 Waarnemers moet in gedagte hou dat alle inligting in verband met die prosesse **vertroulik** is.

## 6. Hantering van besware

Indien 'n vakbondverteenvoerder 'n **ongerymdheid** opmerk, sal dit raadsaam wees om die volgende prosedure te volg:

- bring die ongerymdheid **onder die aandag van die voorsitter** en vra dat dit genotuleer word;
- stel dit aan die vergadering dat die saak met die **vakbondstrukture** opgeneem gaan word;
- versoek dat 'n **kopie van die notule** beskikbaar gestel word;
- indien die benadeelde 'n **SAOU-lid** is, bespreek die probleem met hom/haar;
- raai die betrokke aan om die provinsie se sekretaris by die **Uitvoerende Sentrum** te skakel, indien hy/sy van oordeel is dat die vakbond die saak verder moet voer;
- stel onverwyld 'n **verslag** op en faks/e-pos dit na die Uitvoerende Sentrum.

## 7. Ongerymdhede waarna opgelet moet word

Die volgende is **voorbeelde** van moontlike ongerymdhede wat tydens onderhoude kan plaasvind:

- 7.1 **Leidende vrae** wat aan bepaalde kandidate gestel word met die oog daarop om sy/haar kandidatuur te bevorder/benadeel.
- 7.2 **Ooglopende bevoordeling** van 'n bepaalde kandidaat.
- 7.3 **Inmenging** in die proses of aktiewe deelname van persone wat slegs as waarnemers die vergaderings bywoon.
- 7.4 **Onbillike diskriminasie** teen 'n bepaalde kandidaat op grond van sy/haar ras, geslag, gestremdheid, ouderdom, swangerskap, ens.
- 7.5 **Gelaaide vrae**, veral rondom 'n kandidaat se privaatlewe, wat niks met die kandidaat se bevoegdheid vir die pos te doen het nie en wat daarop gemik is om die kandidaat te benadeel, soos byvoorbeeld lidmaatskap van 'n bepaalde politieke party, vakbond, ens.
- 7.6 'n **Gebrek aan objektiwiteit** by 'n onderhoudskomitee.
- 7.7. **Onortodokse metodes** van onderhoudvoering soos byvoorbeeld groep- of paneelonderhoude waar alle kandidate gelyktydig by die onderhoudsituasie betrek word.
- 7.8 Die **uitsluiting van die vakbondwaarnemers** van enige fases van die seleksieproses.
- 7.9 Belanghebbendes by die proses het nie betyds **skriftelike kennisgewing** deur die Beheerliggaam van die onderskeie vergaderings ontvang nie.

7.10 Afwyking van vereistes soos geadverteer saam met die pos.

## 8. Wie word deur die SAOU as waarnemers aangewend?

- 8.1 Die SAOU funksioneer tans in die RAVO in alliansie met ander vakbonde as die CTU:ATU (ATU = Autonomous Teachers Union).
- 8.2 Kennisgewings van kortlysting- en onderhoudvergaderings word deur die Uitvoerende Sentrum na die betrokke **kringorganiseerder** deurgestuur.
- 8.3 Die kringorganiseerder reël met 'n dagbestuurslid, Provinsiale Bestuurslid of skoolvertegenwoordiger (of skoolhoof wat SAOU-lid is), wat nie self 'n kandidaat vir die pos is nie, van 'n **skool so na as moontlik aan die betrokke skool** om die vergaderings as waarnemer namens die SAOU by te woon.
- 8.4 Die waarnemer hoef **nie op die personeel van die betrokke skool te wees nie**. Daar is uitsonderings.
- 8.5 Waar enigsins moontlik, moet die waarnemer of **dieselfde posvlak of 'n hoër posvlak** as die geadverteerde pos wees. Daar is egter uitsonderings.
- 8.6 Waar moontlik moet **dieselfde waarnemer** beide prosesse (kortlysting sowel as onderhoude) bywoon.

## 9. Belangrikheid van die bywoning van vergaderings

Waar SAOU-lede vir onderhoude genooi word, is dit baie belangrik dat 'n verteenwoordiger van die SAOU die proses as waarnemer moet bywoon. **Onthou u verteenwoordig al die lede van die CTU-ATU**. Nie alleen **stel dit die kandidaat(e) gerus dat na sy/haar belange omgesien word** nie, maar kan die waarnemer later 'n baie **waardevolle getuie** wees in gevalle waar daar konflik rondom die onderhoude ontstaan.

Departemente plaas ook 'n hoë premie op bywoning, al het die SAOU nie kandidate nie. Die beginsel wat die SAOU in hierdie opsig toepas, is: ons woon die vergaderings by indien dit moontlik is, anders maak ons verskoning by die betrokke beheerliggaam / departementele kantoor indien dit onmoontlik is.

NB Ons kan slegs 'n lid verteenwoordig as ons kennis gekry het van vergaderings!

- ***Skoolvertegenwoordigers word aangemoedig om sover as moontlik beskikbaar te wees as waarnemers by hul eie skole, ander skole en distrikkantore. Dit dien as goeie ondervinding en toerusting om tot diens van lede en die SAOU te wees, maar bied ook waardevolle ervaring en voorbereiding vir eie onderhoude.***

## 10. Hantering van griewe en dispute

'n Lid het die reg om na **enige van die 3 prosesse** (sifting, kortlysting, onderhoud) 'n grief te registreer. Alle griewe moet deur die departementele **Griewe Komitee** ondersoek word. 'n Grief kan afgewys word (dan gaan die proses voort) of 'n grief kan gehandhaaf word (dan word die aanstelling teruggehou totdat die saak ondersoek word en daar 'n uitslag is). Die uitslag kan byvoorbeeld wees dat een of meer van die 3 prosesse oorgedoen word. Die lid kan deur die skoolvertegenwoordiger, die hoof of die Uitvoerende Sentrum van raad bedien word of sy redes tot 'n grief meriete inhou. Die **kritieke vraag** wat altyd beantwoord moet word, is: Indien jy (jou grief) daarin slaag dat die proses oorgedoen moet word, wat is die kans dat die uitslag anders sal wees as dieselfde paneel dieselfde kriteria weer toepas om die uitslag te bepaal?

Dit is te verstane dat as 'n onderwyser by sy eie skool uitgeskakel word, hy/sy ongelukkig sal voel, maar die gronde vir 'n grief moet deeglik gemotiveer kan word en bewys kan word.

NB - Dit is belangrik om lede te ondersteun, maar wees versigtig dat jy nie onder druk geplaas word om kant te kies of vertroulikheid te skaad nie.

Indien 'n lid nie die uitspraak van die Griewe Komitee aanvaar nie, kan 'n **dispuut** verklaar word wat dan deur die RAVO / Arbeidshof hanteer word.

## THE ROLE OF SAOU REPRESENTATIVES DURING SHORT-LISTING MEETINGS AND INTERVIEWS FOR THE FILLING OF EDUCATOR POSTS

### 1. Introduction

The National Education Policy determines that no short listing or interviews may be conducted in view of the permanent filling of educator posts without an **invitation to each of the recognised education trade unions** (trade unions that have seats in the ELRC) to send a representative as observer. The aim of this directive is to ensure that the selection process is done with the **necessary transparency** and to prevent injustice, unfair interference or manipulation of the integrity of the selection process. At present only CTU SADTU and CTU-ATU are accredited.

### 2. The screening process

The responsibility lies with the Department of Education to screen all applications and to eliminate all applicants that do not qualify. All qualifying candidates' applications should be recorded and sent to the relevant governing body.

### 3. Compilation of the short list

3.1 The governing body of the school compiles an **interview committee** (panel) as follows:

- one **departmental official** (which may be the local principal) as **observer and master of educational policy** who can advise the governing body in cases where the governing body requests such advice;
- the **principal** if he/she does not act as departmental official and if he/she is not a candidate;
- **members of the governing body**, these should preferably include one **teacher member**, if the latter is not an applicant;
- one trade union representative of each of the acknowledged trade unions represented in the ELRC (as observers only).

Members of the interview committee may also include all the members of the governing body.

3.2 The interview committee manages the **short-listing process** according to the following guidelines:

- the criteria implemented should be fair, non-discriminatory and in line with the Constitution of the Republic of South Africa 1996;  
(The panel determines the criteria according to the profile of the relevant post which includes the requirements as mentioned in the vacancy circular)
  - the curricular (operational) requirements of the school;
  - eradication of the inequalities of the past;
  - the list of candidates invited for the interview should **not exceed five per post**; Exceptions may be made.
- The governing body must inform all relevant parties (unions) in writing of the dates of the short-listing and the interview meetings as least **5 working days** in advance.
  - The interview committee must compile the **criteria** according to the **profile of the post** before any applications are opened.
  - All applications must be studied and points awarded to each before the top 5 candidates are placed in **order of preference**. The panel determines its own procedure.

### 4. Interviews

4.1 Each candidate should be informed about the **date, time and place** of the interviews at least **5 working days** in advance.

4.2 One member of each recognised trade union (CTU-ATU and CTU-SADTU) as well as one departmental representative may attend the interviews as observers. The governing body should also inform these individuals in writing at least five days in advance. **Proof of these notices must be provided.**

4.3 All candidates should be treated equally. The implication is that candidates should be asked the same basic core questions – questions should not necessarily be exactly the same for all candidates. However, no candidate may receive preferential treatment.

4.4 Interview committees may devise a fair system for the **allocation of marks**. The system need not be exactly the same for all posts, but must be the same for a particular post.

4.5 After the interviews the interview committee should place the five candidates in **order of preference**. Observers attend this process. The interview committee need not place the candidate who has achieved the highest mark in first position.

- 4.6 The interview committee presents the order of preference to the **full governing body**. The governing body must endorse or modify and finalise the list before the list is sent to the Department of Education. The submission date is determined by the management plan. The District will do the appointment and will inform the SGB in writing if they deviate.
- 4.7 In cases where observers are not present, the **process continues** provided that the notification process was followed to the letter.
- 4.8 A member of the governing body who has a **personal interest** in the process should excuse himself/herself from the meetings.

## 5. The role of the observer

- 5.1 The observer's primary role is to observe the process and to ascertain that the entire process is **fair and transparent** and that all candidates are evaluated according to the **same criteria** during the short-listing process.
- 5.2 Observers attend **all** stages of the process and are never excluded by the governing body.
- 5.3 Observers do not actively take part in the process, but simply observe. The observers may give their opinions on the **procedures** when asked, but they do not take part in decision making or selection of candidates.
- 5.4 Observers should take note that all information regarding the processes is **confidential**.

## 6. Managing objections

In cases where union representatives observe any **irregularities** the following procedure should be followed:

- the irregularity should be **indicated to the chairperson** and the issue should be noted in the minutes;
- inform the meeting that the issue will be taken up with the **trade union management**;
- request that a **copy of the minutes** is made available;
- if the candidate involved is a **member** of the **SAOU**, the matter should be discussed with him or her;
- suggest that the candidate involved contact the provincial secretary at the **Executive Centre** in cases where he or she thinks that the matter should be followed up by the union;
- immediately compile a report and fax or e-mail the report to the Executive Centre.

## 7. Irregularities to be on the lookout for

The following are **examples** of possible irregularities that may take place during interviews:

- 7.1 **Leading questions** put to certain candidates in order to enhance/harm his or her candidature.
- 7.2 **Obvious favouring** of a certain candidate.
- 7.3 **Interference** in the process or active participation of persons who only attend the meetings as observers.
- 7.4 **Unfair discrimination** against a certain candidate on the grounds of race, gender, disability, age, pregnancy, et cetera.
- 7.5 **Loaded questions**, especially regarding a candidate's personal life, that has no bearing on the candidate's ability to fill the position and is directed at harming the candidature, for example membership of a political party, trade union, et cetera.
- 7.6 A **lack of objectivity** in the interview committee.
- 7.7. **Unorthodox** methods of interviewing, for example group or panel interviews where all candidates are interviewed simultaneously.
- 7.8 The **exclusion of union representatives** from certain phases in the selection process.
- 7.9 The governing body does not inform the stakeholders about the various meetings in time and **in writing**.

## 8. Who does the SAOU use as observers?

- 8.1 At present the SAOU functions within the ELRC in alliance with other trade unions such as the CTU-ATU.

- 8.2 Notifications of short-listing and interview meetings are sent to the relevant **circuit organiser** from the Executive Centre.
- 8.3 The circuit organiser then arranges for an executive committee member, member of the provincial management or a school representative (or principal who is a member of the SAOU) who is not a candidate for the position, **from a school as close as possible to the relevant school**, to attend the meetings as observer on behalf of the SAOU.
- 8.4 The observer can **be a staff member of the relevant school**. Exceptions may be made.
- 8.5 If possible, the observer should be on **the same or a higher post level** as that of the advertised post. Exceptions may be made.
- 8.6 Where possible, **the same observer** should attend both processes (short listing as well as interviews).

## 9. Attendance of meetings

It is important that a member of the SAOU attends the meetings as observer where members of the SAOU are involved in interviews. **Remember you represent all the members of the CTU-ATU**. This not only **indicates to the candidates that their interest are being taken care of**, but the observer may also be a very **valuable witness** in cases where conflict regarding the interviews develops.

Departments place a high premium on attendance even in cases where candidates are not members of the SAOU. The following principle underlies such instances: SAOU representatives attend the meetings where possible – if attendance is not possible, we present an apology to the relevant governing body or departmental office.

NB - The SAOU can only represent members when they are notified of such meetings!

- ***School representatives are encouraged to act as observers at other schools or district offices. By attending such meetings one gains valuable experience in order to help SAOU members, but one also gains valuable experience and preparation for own interviews.***

## 10. Managing grievances and disputes

Members may register grievances after **any of the three processes** (screening, short listing, interview). All grievances must be reviewed by the **Grievances Committee**. A grievance may be rejected (after which the process continues) or a grievance may be upheld (the appointment is withheld until the grievance has been reviewed and a judgment has been made). The judgment may determine that one or more of the three processes should be repeated. The member may contact the head of the Executive Centre or the school representative in order to determine whether his or her case has merit. The **critical question** that should always be answered is: In cases where the grievance might be successful, what are the chances that the result will be different if the same panel applies the same criteria to determine the result?

It is obvious that a teacher who is not appointed in a post at his or her own school will be unhappy, but the grounds for a grievance should be well motivated and proven.

- Examples of valid grievances in each of the processes are discussed.

NB It is important to support members, but one must be careful not to choose sides and not to forfeit confidentiality.

If a member does not accept the judgment of the Grievances Committee, a **dispute** may be declared which will be managed by the ELRC or the Labour Court.

## SAOU

### MOONTLIKE KONTROLELYS VIR VERTEENWOORDIGERS TYDENS KORTLYSTING / ONDERHOUDE

1. **Kennisgewing:** Betyds en aan alle vakbonde (CTU SADTU en CTU-ATU)

2. **Advertensie:** Advertensies dieselfde in amptelike tale van die provinsie

2.1 **Kontroleer of die advertensie aan die onderstaande vereistes van die PAM, par. 3.1 voldoen:**

(a) The advertisement of vacant posts for educators must:

(i) be self-explanatory and clear and must include:

- minimum requirements,
- procedure to be followed for application
- names and telephone numbers of contact persons
- preferable date of appointment, and
- closing date for the receipt of applications;

(ii) be accessible to all who may qualify or are interested in applying for such post(s);

(iii) be non discriminatory and in keeping with the provisions of the Constitution of the RSA; and

(iv) clearly state that the State is an affirmative action employer.”

### 3. Sifting

**Is onderstaande voorskrifte in die PAM nagekom?**

“The employing department shall handle the initial sifting process to eliminate applications of those candidates who do not comply with requirements for the post(s) as stated in the advertisement.”

**Gedoen?**

### 3.3 Kortlysting en Onderhoude

(a) Interview Committees shall be established at educational institution where there are advertised vacancies.

(b) The Interview Committee shall comprise:

(i) In the case of **public schools**:

- one departmental representative (who may be the school principal), as an observer and resource person;
- the Principal of the school (if he/she is not the department’s representative), except in the case where she/he is the applicant;
- members of the school governing body, excluding educator members who are applicants to the advertised post/s; and
- one union representative per union that is a party to the provincial chamber of the ELRC. The union representatives shall be observers to the process of shortlisting, interviews and the drawing up of a preference list.

**So saamgestel?**

(c) Each Interview Committee shall appoint from amongst its members a **chairperson and a secretary**.

(d) All **applications** that meet the minimum requirements and provisions of the advertisement shall be handed over to the school governing body responsible for that specific public school.

(e) The school governing body is responsible for the convening of **the Interview Committee** and they must ensure that all relevant persons/organisations are



informed at least **5 working days** prior to the date, time and venue of the shortlisting, interviews and the drawing up of the preference list.

*Where the Principal is an applicant, a departmental official may assist the school governing body.*

- (f) The Interview Committee may conduct shortlisting subject to the following guidelines:
  - (i) The **criteria** used must be fair, non-discriminatory and in keeping with the Constitution of the country.
  - (ii) The **curricular needs** of the school.
  - (iii) The **obligations of the employer** towards serving educators.
  - (iv) The list of shortlisted candidates for interview purposes **should not exceed five** per post.

**Voldoen?**

- (g) The **interviews** shall be conducted according to agreed upon guidelines. These guidelines are to be jointly agreed upon by the parties to the provincial chamber. In die afwesigheid daarvan sal die vergadering vooraf besluit hoe dit hanteer sal word, en sal die besluit genotuleer word.

- (h) **All interviewees must receive similar treatment** during the interviews.
- (i) At the conclusion of the interviews the interviewing committee **shall rank the candidates in order of preference**, together with a brief motivation, and submit this to the school governing body for their recommendation to the relevant employing department.
- (j) The governing body must **submit their recommendation** to the provincial education department in their order of preference.

Enige kommentaar

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INDIEN DAAR ENIGE ASPEK IS WAT U AS VERTEENWOORDIGER LAAT TWYFEL, OF WAT U REKEN AANDAG VERDIEN, MOET U DIT AAN DIE BETROKKE PROVINSIALE KANTOOR OORDRA.

NAAM:.....

HANDTEKENING:.....

DATUM : .....

## HOËRSKOOL SAOU HIGH SCHOOL

### INDIVIDUELE MERKSTAAT / INDIVIDUAL MARK SHEET

POS / POST: ENGELS GRADE 8-9

KANDIDAAT / APPLICANT: \_\_\_\_\_

<b>Beskrywing / Description</b>	<b>Punt / Score</b>
Baie goed / <i>Very Good</i>	5
Bogemiddeld / <i>Above Average</i>	4
Gemiddeld / <i>Average</i>	3
Ondergemiddeld / <i>Below Average</i>	2
Swak / <i>Weak</i>	1

	<b>KRITERIA CRITERIA</b>	<b>PUNT SCORE</b>	<b>GEWIG WEIGHT</b>	<b>TOTAAL TOTAL</b>
1.	MOTIVERING <i>MOTIVATION</i>			
2.	ONDERVINDING EN KENNIS <i>EXPERIENCE AND KNOWLEDGE</i>			
3.	DISSIPLINE EN GROEPBEHEER <i>DISCIPLINE AND GROUP CONTROL</i>			
4.	KOMMUNIKASIEVAARDIGHEDE <i>COMMUNICATION SKILLS</i>			
5.	BESTUURSWAARDIGHEDE EN LEIERSKAP <i>MANAGEMENT SKILLS AND LEADERSHIP</i>			
6.	MENSEVERHOUDINGS <i>HUMAN RELATIONS</i>			
7.	KONFLIKHANTERING <i>CONFLICT MANAGEMENT</i>			
8.	SPANWERK <i>TEAM WORK</i>			
9.	BUITENMUURSE AKTIWITEITE <i>EXTRA MURAL ACTIVITIES</i>			
10.	GEHEELBEELD <i>GLOBAL EVALUATION</i>			
	<b>GROOT TOTAAL GRAND TOTAL</b>			
	<b>PERSENTASIE PERCENTAGE</b>	XXXX	XXXX	.....%

HANDTEKENING / SIGNATURE \_\_\_\_\_

# HOËRSKOOL SAOU HIGH SCHOOL

## OPSOMMING VAN MERKSTATE / SUMMARY OF MARK SHEETS

POS / POST : ENGELS GRADE 8-9

NR	KANDIDAAT APPLICANT	PANEELLEDE / PANEL MEMBERS					Total ÷ 5 =	%	FINALE POSISIE FINAL POSITION
		1	2	3	4	5			
1.							÷5		
2.							÷5		
3.							÷5		
4.							÷5		
5.							÷5		

Voorbeeld - Example

PANEELLEDE/LID \_\_\_\_\_

PANEL MEMBERS \_\_\_\_\_

UNIE VERTEENWOORDIGERS \_\_\_\_\_

UNION REPS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_