APPENDIX 5

SELECTION REPORTING CHECK LIST
Academic and Professional Staff

Ensure the following documentation is included with all the applications -

- the Standing Selection Committee form (Academics – excluding research only)
- the names and titles of all committee members and Chair
- signed Statement of Confidentiality (to be signed by all selection committee members)
- the search plan including advertising details — when advertised, where and closing date
- the position description including selection criteria
- a completed Recommendation to Offer New Employment Contract form approved by the Dean (or equivalent)
- the selection report (see below) to be signed by all selection committee members where practicable

Ensure the following information is included in the Selection Report -

- position details
- the title
- position number
- organisational location
- status of the position (full time or part time; ongoing or fixed term)
- the number of applicants with a list of those both short listed and not short listed for interview
- a summary of the process used in selection
- individual assessment of each short listed applicant against the selection criteria
- a comparative assessment of all short listed applicants
- a statement of recommendation
- signatures of Selection Committee members

Ensure the following information is attached to the Selection Report -

- the search plan (where applicable)
- the short list report with brief reasons why non-short listed applicants were excluded
- the list of questions asked in the interview
- summary of contact with referees
- results of any other assessment processes