A peek into Twenty Eight Steps for Recruitment in the Public Service

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DISCLAIMER: This is not an official government document. It is an outline of the generic steps followed by government departments in filling of vacant positions. Each department would have its own slight variation of the process, based on its internal policies and other considerations. More specific, up to date information, including timelines for each step, may be sought directly from the government department of interest.

Step	Action	Responsibility	Comment
Before advertisement			
A	Post becomes vacant	Relevant unit and HR	This presumes the post is funded
B	Request for advertisement and selection panel from Unit to HR	Relevant unit	The unit submits the request to HR, including post name, salary level, job description and job requirements, plus proposed panel members
C	Job evaluation for the post	HR	If not already done, HR undertakes the job evaluation for the post
D	Job evaluation panel consideration and approval	Job Evaluation (JE) Panel	The JE panel meets to consider the JE report and approves it
E	HR prepares advert and selection panel submission/memo for approval	HR	Professionals may register on the PSC website to be considered as expert panel members, on a voluntary basis, for some of the. posts
F	HR sends the submission/memo recommendation through the approval chain for approval	HR and delegated authority	
G	Advert and selection panel submission/memo approved	Delegated authority	
H	HR submits advert to DPSA	HR	
Advertisement			
1	Post advertised	DPSA	Post gets advertised in the DPSA vacancy circular that is published every Friday on the website. Sometimes, in addition to the circular the post is advertised elsewhere, such as newspapers
Applications			
2	Applications received	Electronic system or manually	
3	Applications verification	HR	The validity of applications is verified

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Step	Action	Responsibility	Comment
Shortlisting			
4	Date of shortlisting	Selection Panel	Panel members sufficient to form a quorum confirm availability
5	Shortlisting meeting	Selection Panel and HR	The panel first removes applicants who don't meet the advertised minimums, then raises the bar step by step (qualification level, years of experience, EE targets, specific skills) until only the planned number of candidates remains.
5(a)	Criteria 1 – as per the advert	Selection Panel	The panel sets the maximum number of candidates they intend to shortlist
5(b)	Criteria 2 – adjust one or more of the variables; i) NQF Level ii) Experience iii) Other (EE, Skills, etc)	Selection Panel	The CVs and z83 forms that made it through Criteria 1 are taken through Criteria 2
5(c)	Criteria 3 - adjust one or more of the variables; i) NQF Level ii) Experience iii) Other (EE, Skills, etc)	Selection Panel	The CVs that made it through Criteria 2 are taken through Criteria 3. The process is repeated, as necessary, until only the set number of shortlisted candidates is left.
Interviews			
6	Date of interviews	Selection Panel	Panel members sufficient to form a quorum confirm availability
7	Interviews	Selection Panel and HR	
7(a)	**For Non-SMS** i) Oral Questions ii) Technical Assessment iii) Ethical Assessment	Selection Panel and HR	All assessments conducted on the day of the interview
7(b)	**For SMS only** i) Oral Questions (45%) ii) Technical Knowledge Test/Exercise (15%)	Selection Panel and HR	Both elements conducted on interview day
7(c)	**For SMS only,** i) HR sends a procurement request for psychometric assessment to SCM ii) SCM sends the quote to HR for approval iii) HR sends the approved quote to SCM	HR, SCM, Employee, Assessment centre	If a candidate has done an assessment recently, the previous results are used

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Step	Action	Responsibility	Comment
	iv) SCM issues a purchase order		
7(d)	**For SMS only** i) HR, assessment centre and candidates agree on date of assessment	HR, assessment centre and candidates	
7(e)	**For SMS only**, a maximum of top 3 candidates i) Psychometric assessment (40%)	HR, assessment centre and candidates	
7(f)	**For SMS only** i) Date for review of psychometric assessment results ii) Selection Panel meeting to finalise and recommend	Selection Panel and HR	Panel members sufficient to form a quorum confirm availability
Pre-Screening			
8	Recommended candidate's details sent to pre-screening service provider for pre-screening	HR	Screening may include verification of citizenship, qualifications, credit record, criminal record checks, etc.
9	Results received from pre-screening service provider	Prescreening service provider	
Internal approval			
10	Appointment submission/memo prepared	HR	
11	HR sends the recommendation submission/memo through the approval chain, with the preferred candidate(s)	HR	
12	Consideration and approval/rejection of submission/memo by delegated authority	Delegated authority	
Offer to Candidate			
13	Offer letter sent to the preferred candidate	HR	
14	Preferred candidate sends acceptance/rejection within 5 working days	Preferred candidate	If the first preferred candidate declines the offer, it may be sent to the second preferred candidate
15	Acceptance documents and contract sent to preferred candidate	HR	A compliance checklist, with all documents used in the process are filed at HR records
On boarding			
16	Assumption of duty	Candidate and relevant unit	Presumably after the candidate has served notice at their preceding employer

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17	**For SMS only**; Newly appointed employee to undergo competency assessment; i) HR sends request to SCM ii) SCM sends a quote to HR for approval iii) HR sends an approved quote to SCM iv) SCM issues a purchase order v) HR, Assessment centre and newly appointed employee agree on assessment date vi) Employee does assessment vii) Assessment centre issues results	HR, SCM, Employee, Assessment centre	Competency assessment is intended to identify development areas
18	Newly appointed employee signs a Performance Agreement within 60 days of appointment	Employee and supervisor	A signed PA is submitted to HR
19	Newly appointed employee goes through orientation within 90 days of appointment	HR and employee	

Glossary

HR – Human Resources directorate, and related directorates

DPSA – Department of Public Service and Administration

SCM – Supply Chain Management unit

EE – Employment Equity

CV – Curriculum Vitae

z83 – Official government job application form (may be filled online in some departments)

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