



CONFIDENTIAL

RECRUITMENT AND SELECTION REPORT

1. **INTRODUCTION**
2. **PURPOSE**
3. **STAFFING AND ESTABLISHMENT**
4. **MODE OF ADVERTISEMENT**
5. **VENUE AND TIME**
6. **COMPOSITION OF SELECTION COMMITTEE**

	Name	Department & Occupation

7. **SELECTION CRITERIA**

The criteria used as basis for short-listing of applicants and final selection hearing are as follow;

- Relevant Qualifications
- Relevant Knowledge and Skills
- Relevant Experience
- Other agreed assessment criterions by the final Selection Committee were;
That preference would be given to acting incumbents unless committee was not satisfied with performance accommodation issue was also taken into account.

8. **SUMMARY ON PRE-SELECTION AND SHORTLISTING**

9. **POSITIONS CONSIDERED**

10. **Position No:**

Applications received and shortlist.

	Name	Justifications
1		
2		
Decision:		

11. **SUMMARY /STATISTICS**

12. **ISSUES AND CONCERNS**

13. **AFFIRMATIONS**

As Technical Advisor to the Selection panel, I affirm that the Selection Committee meeting chaired by <name> has fairly judged the applicants and made decisions in accordance with the Selection Criteria and appointed suitable applicants to carry out the responsibilities of the <agency name>Hospital and rejected those who did not meet the requirements.

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 Chairperson

.....
 Technical Advisor – Selection Committee

Date.....

Date.....

Approved/Not Approved

.....
Department Head

Date.....