

## **DETAILS TO BE RECORDED IRO PROMOTION / NON-APPOINTMENT DISPUTE**

### **APPLICANT**

- 1 Date applicant commenced employment with ER & post held then.
- 2 Positions held by applicant since and dates of various posts.
- 3 Qualifications of applicant.
- 4 Experience (general and special).
- 5 Present post & grade.
- 6 Present remuneration and benefits.
- 7 Post applied for & its grade.
- 8 Remuneration & benefits of post applied for.
- 9 Is the applicant a permanent EE?
- 10 Has the applicant acted/been a casual/temp/seasonal in the post applied for?
- 11 If so, on how many occasions?
- 12 Dates of acting / casual / temporary / seasonal appointments.
- 13 How was applicant's performance during that period?
- 14 Relief sought. (If applicant is seeking setting aside of appointment then has appointee been joined in these proceedings?)
- 15 Is applicant still employed by respondent?
- 16 Was this dispute the subject of a grievance & if so what was the outcome of grievance?

### **POSTS**

- 17 Number of posts needing to be filled.
- 18 Number of posts filled.
- 19 Number of posts being disputed.

### **APPOINTEE/S**

- 20 Name of appointee/s.
- 21 Qualifications of appointee/s.
- 22 Experience of appointee/s (special & general).
- 23 Post & grade held by appointee/s immediately prior to appointment.
- 24 Details of previous posts held by appointee/s & dates.

- 25 Did appointee/s act in the posts?
- 26 How long did appointee/s act in the post?
- 27 How was appointee's performance during that period?
- 28 Is appointee opposing this application?
- 29 Was the appointee an internal or external candidate?
- 30 Are there procedures in place that require the ER to recruit internally in the first instance, and if no suitable candidate is found, to thereafter recruit externally?

### **ADVERTISING / SHORTLISTING / INTERVIEW**

- 31 Date of advertisement and medium used.
- 32 Date applicant applied.
- 33 Date applicant interviewed.
- 34 Date appointee/s applied.
- 35 Date appointee/s interviewed.
- 36 Date of appointment.
- 37 Date appointee/s commenced duties.
- 38 Number of persons shortlisted.
- 39 Number of persons interviewed.
- 40 Do the numbers of those shortlisted and those interviewed correspond? If not, why?

### **RESPONDENT**

- 41 Full name of employer.
- 42 Full name of department / branch.
- 43 Site from which the appointee is required to work.
- 44 What kind of activity / business is the employer involved in?

### **REASON FOR NON-APPOINTMENT**

- 45 Was the applicant given reasons for non-appointment? Details.
- 46 Date applicant informed of non-appointment.

### **LODGING OF DISPUTE**

- 47 Date dispute lodged with bargaining council / CCMA.
- 48 Date dispute conciliated.