

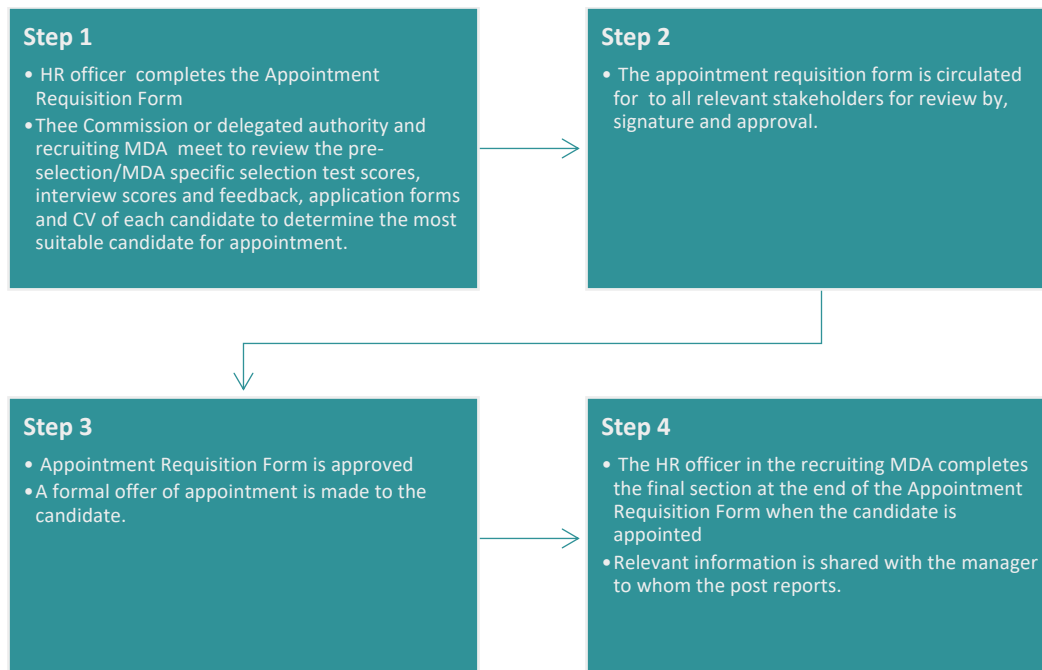
Recruitment Summary and Appointment Requisition

For an appointment to be approved, an appointment requisition should be prepared and reviewed by all relevant stakeholders to confirm the proposed candidate has the right skills and experience to fill the vacancy available and as evidence that due process was adhered to.

The Appointment Requisition Form provides a summary of the recruitment process which has been carried out, the post, and the credentials and performance of the preferred candidate. It also serves as the record that formal approval has been given to contract the candidate.

The Appointment Requisition Form should be completed by the relevant human resources (HR) officer of the recruiting ministry, department or agency (MDA) once all candidates have been through the selection process and the most qualified candidate(s) has/have been agreed.

The Requisition Form must then be reviewed and approved by all relevant parties prior to an offer of appointment being made.



HUMAN RESOURCES REQUISITION FORM FOR STAFF APPOINTMENTS
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Job Details			
Date of Request:		Candidate Name:	
MDA:		Department:	
Unit/Team:		Recruiting Manager Name:	
Job Title:		Grade Level:	
Cadre:		Recruitment Source: (e.g. name of employee referral, response to advert, targeted event)	
New Post or Replacement Appointment:		Within Approved Budget: (yes/no)	
Contract (e.g. full time, part time, fixed term or temporary):		Full Time Equivalent (FTE) Salary:	
Will this person supervise others? (yes/no)		Provisional Start Date:	

Job Description

Required Competencies:

Expected Duties:

Required Education/Experience:

Required Skills:

Candidate CV

Candidate Selection Scores

Candidate Interview Feedback

Appointment Approvals			
Recruiting Manager Name:		Recruiting Manager Signature and Date:	
Department Head Name:		Department Head Signature and Date:	
HR Director Name:		HR Director Signature and Date:	
Service-wide MDA Approval Name:		Service-wide MDA Signature and Date:	

<i>Completed by Human Resources with available details</i>			
Date Appointment Approved:		Date Offer Accepted:	
Name of HR Officer Who Completed Appointment Requisition Form:		Confirmed Candidate Start Date:	
Induction Date:		Confirmation Due Date:	