

EKSTERNE AANSOEKE VIR VAKATURES

Menslike Hulpbronne het 'n paar dinge opgemerk met aansoekvorms wat ontvang is van aansoekers wat aansoek doen vir poste wat ekstern geadverteer word asook tydens onderhoudvoering en wil graag die volgende wenke aan die hand doen:

Aansoekvorms

- Wanneer u aansoek doen vir 'n pos, voltooi asseblief die aansoekvorm **volledig**. Die posverwysingsnommer moet duidelik aangebring word op die aansoekvorm. Gewaarmerkte afskrifte van kwalifikasies moet aangeheg word. Wanneer kortlysing gedoen word vir 'n pos, word daar gekyk na dit wat op die aansoek aangebied word.
- As daar vereistes in 'n advertensie gestel word, maak asseblief seker dat u wel aan die vereistes voldoen, voordat u aansoek doen. 'n Voorbeeld is as daar geadverteer word dat 2 jaar ervaring in 'n toesighoudende hoedanigheid vereis word en u voldoen nie aan die vereistes nie, moenie aansoek doen nie. Indien u egter verskeie male in 'n toesighoudende hoedanigheid waargeneem het, maar nie so 'n pos beklee nie, dui dit asseblief op u aansoekvorm aan of as aanhangsel tot u aansoekvorm, sodat die periodes in ag geneem kan word vir toesighoudende ondervinding. Die kortlyspaneel sal dit nie weet as u dit nie aandui in u aansoek nie.
- Laat of onvolledige aansoeke word nie oorweeg nie.

Onderhoude

- Berei asseblief deeglik voor vir die onderhoud van die pos waarvoor u genooi word.
- Doen navorsing oor die pos en moenie bang wees om by die mense in die betrokke afdeling kers op te steek voor die onderhoud nie.
- Onderhoudsvrae word altyd opgestel om te bepaal of die kandidaat die werk sal kan doen, dus is die vrae toepaslik op die pos. As u dan nie voorbereid is nie, sal u nie die vrae kan beantwoord nie.

Terugvoering

- Slegs aansoekers wat geselekteer word vir die kortlys sal gekontak word om 'n onderhoud by te woon.
- Indien 'n aansoeker binne ses weke ná die sluitingsdatum nog geen terugvoering ontvang het nie, kan aangeneem word dat die aansoek onsuksesvol was.

Neem asseblief die wenke hierbo ter harte. Dit sal die kortlyspaneel en onderhoudspaneel se werk baie makliker maak en ook 'n rol speel in u eie ontwikkeling.

DIE SPAN VAN MENSLIKE HULPBRONNE

PLEASE NOTE!

INTERNAL APPLICATIONS FOR VACANCIES

Human Resources noted a few things with regard to application forms received from officials applying for posts that were advertised internally as well as during interviewing. Please note the following points:

Application Forms

- When you apply for a post, please complete the application form **in its entirety**. During the shortlisting process for a post, the information on the application form and what is offered on the application form, is assessed.
- Do not indicate on the application form that the information is available "on file". During shortlisting the applicant's file is not consulted. The applicant must "sell" him-/herself on the application form.
- Do not assume that because you are a municipal official, the shortlisting panel will know what you are capable of doing and will therefore shortlist your application. **Your application must indicate what you are capable of.** The people on the shortlisting panel do not always know the applicants.
- Always regard an application (even if it is internal) as if you are applying for a post at a company who does not know you.
- If a requirement was set in an advertisement, please make sure that you conform to the requirement before you apply for the post. For example, if it was advertised that 2 years' experience in a supervisory capacity is required, and you do not have the experience, do not apply for the post. If you have, however, acted in a supervisory capacity but do not occupy such a post, please indicate it on the application form or as an addendum to the application form, so that the periods of acting can be considered for supervisory experience. The shortlisting panel will not be aware of the fact if you do not indicate it in your application.

Interviews

- If you are invited for an interview, please prepare thoroughly for the interview.
- Do research about the post before the interview and do not hesitate to contact employees in the section concerned for information.
- Interviewing questions are always compiled to determine whether the candidate will be able to do the work, therefore the questions are relevant to the post. If you are therefore not prepared, you will not be able to answer the questions.

Kindly take the abovementioned points to heart. It will help the shortlisting panel and the interviewing panel in their work. It will also play a role in your own development.

THE HUMAN RESOURCES TEAM