**Email to full Selection Committee including all applications received for the post:**

Dear Selection Committee,

**RE: POST TITLE**

I confirm that I have arranged for this Committee to meet at TIME AND DATE, in the VENUE to draw up a short-list of candidates for interview.

I attach all applications received for the post, as well as a copy of the job description. The position is being recruited under the [Regulation on Short Term Appointments](http://www.ucc.ie/en/media/support/ocla/statutesregulations/documents/RegulationonShortTermApptsApril2014.pdf) which allows for the recruitment of positions in a shorter than normal timeframe.

The proceedings of the Selection Committee, including all documents and correspondence considered by the Committee, are for the information of members only and must always be regarded as confidential. The formal records of the Selection Committee will be retained on Human Resources records for at least twelve months.

Members of the Selection Committee are expected to observe the highest standards of integrity and objectivity in their consideration of those who are being considered for appointment and are requested to declare any potential conflicts of interest at the earliest opportunity to the Chairperson and to the HR Operations Manager.  I would ask that you consider the full list of applicants and advise of any association which may be deemed as a conflict of interest.  To that end, I would also ask that you review the Code of Conflict of Interest policy by following this link: <http://www.ucc.ie/en/media/support/ocla/statutesregulations/ConflictofInterestPolicyDec2012.pdf>

Should you have any queries or require any further assistance, then please do not hesitate to contact me.

Yours sincerely,

NAME