**RECRUITMENT REPORT**

Senior Executive Assistant – Fees Office

**Nature of Contract:** Permanent Job Share

**Date advertised:** 15th September 2014

**Advertising Media: Publications/Websites:** UCC website

**Closing date for receipt of applications:** 3rd October 2014

**Number of applications received:** 1

**Date of shortlisting:** via e-mail

**Number of candidates shortlisted for interview:** Internal 1

External 0

**Date of Interviews:** 15th December 2014

**Candidate recommended for Appointment:** Ms Geraldine Blake **Date successful candidate notified:** 18th December 2014 **Date successful candidate accepted:** 18th December 2014 **Start date of position:** 18th December 2014