**RECRUITMENT REPORT**

**Senior Executive Assistant, President’s Office**

**Nature of Contract:** Permanent Whole-time

**Date advertised:** 23rd September 2016

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

**Closing date for receipt of applications:** 13th October 2016

**Number of applications received:** 2

**Date of shortlisting:** 18th October 2016

**Number of candidates shortlisted for interview:**  Internal 2

**Date of Seminars and Interviews:** Tuesday, 15th November 2016

**Candidate Appointed:** Ms Linda Foley

 **Date successful candidate notified:** 16th November 2016 **Date successful candidate accepted:** 16th November 2016 **Start date of position:** 16th November 2016