RECRUITMENT REPORT

**Administrative Assistant (Paediatrics)**

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| **Nature of Contract** | Permanent Whole-time Post | | |
| **Date advertised** | Friday, 17th February 2017 | | |
| **Advertising Media (Publications/Websites)** | UCC website, universityvacancies.com, irishjobs.ie | | |
| **Closing date for receipt of applications** | Tuesday, 21st March 2017 | | |
| **Number of applications received:** | 97 | | |
| **Date of shortlisting** | Tuesday, 4th April 2017 | | |
| **Number of candidates shortlisted for interview** | Internal | 3 | |
| External | 3 | |
| **Date of Seminars and Interviews** | Seminars | |  |
| Interviews | | Thursday, 27th April 2017 |
| **Candidate Appointed** | Aoife Crowley | | |
| **Date successful candidate notified** | Tuesday, 2nd May 2017 | | |
| **Date successful candidate accepted** | Tuesday, 2nd May 2017 | | |
| **Start date of position** | Monday, 12th June 2017 | | |