RECRUITMENT REPORT

Senior Executive Assistant, Accounts Payable (2 Posts)

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| Nature of Contract | Permanent Whole Time | | |
| Date advertised | 02/06/2017 | | |
| Advertising Media (Publications/Websites) | UCC Website | | |
| Closing date for receipt of applications | 04/07/2017 | | |
| Number of applications received: | 3 | | |
| Date of shortlisting | 11/07/2017 | | |
| Number of candidates shortlisted for interview | Internal | 3 | |
| External | 0 | |
| Date of Seminars and Interviews | Seminars | | n/a |
| Interviews | | 03/08/2017 |
| Candidate Appointed | 1. Michelle Doyle 2. Allen Cotter | | |
| Date successful candidate notified | 03/08/2017 | | |
| Date successful candidate accepted | 1. 04/08/2017 2. 03/08/2017 | | |
| Start date of position | 08/08/2017 | | |