RECRUITMENT REPORT

Administrative Assistant Health and Safety Office

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| Nature of Contract | Permanent  |
| Date advertised | 17th November 2017 |
| Advertising Media (Publications/Websites) | UCC Website, universityvacancies.com and Irishjobs.ie |
| Closing date for receipt of applications | 14th December 2017 |
| Number of applications received: | 42 |
| Date of shortlisting | 12th January 2018 |
| Number of candidates shortlisted for interview | Internal | 3 |
| External | 1 |
| Date of Seminars and Interviews | Seminars | N/A |
| Interviews | 14th February 2018 |
| Candidate Appointed | Nicola Kerin |
| Date successful candidate notified | 15th February 2018 |
| Date successful candidate accepted | 15th February 2018 |
| Start date of position | 13th March 2018 |