RECRUITMENT REPORT

Senior executive Assistant Payroll Office

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| Nature of Contract | Permanent Whole Time | | |
| Date advertised | 15th December 2017 | | |
| Advertising Media (Publications/Websites) | UCC Website (Internal) | | |
| Closing date for receipt of applications | 11th January 2018 | | |
| Number of applications received: | 3 | | |
| Date of shortlisting | 6th February 2018 | | |
| Number of candidates shortlisted for interview | Internal | 3 | |
| External |  | |
| Date of Seminars and Interviews | Seminars | |  |
| Interviews | | 23rd February 2018 |
| Candidate Appointed | Ms Lea Green | | |
| Date successful candidate notified | 28th February 2018 | | |
| Date successful candidate accepted | 28th February 2018 | | |
| Start date of position | 28th February 2018 | | |