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**Human Resource Administration**

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**HRM CIRCULAR NO. 14 OF 2019**

**TO: ALL HEAD OFFICE STAFF**

**FROM: CHIEF DIRECTOR: HRM&D**

**SUBJECT: USAGE OF VOICE RECORDERS DURING SHORTLISTING AND INTERVIEWS**

**DATE: 25 JUNE 2019**

As to ensure that all information regarding the shortlisting and interviews are captured accurately and completely, the HRA Recruitment unit has purchased voice recorders to be used during shortlisting and interviews in aid of minute taking to recruitment staff during these processes.

This circular serves to inform all that the use of voice recorders will now be utilized during the recruitment process.

Thank you in advance

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**CHIEF DIRECTOR  
MR N TSHIBO**

09/07/2019  
**DATE**