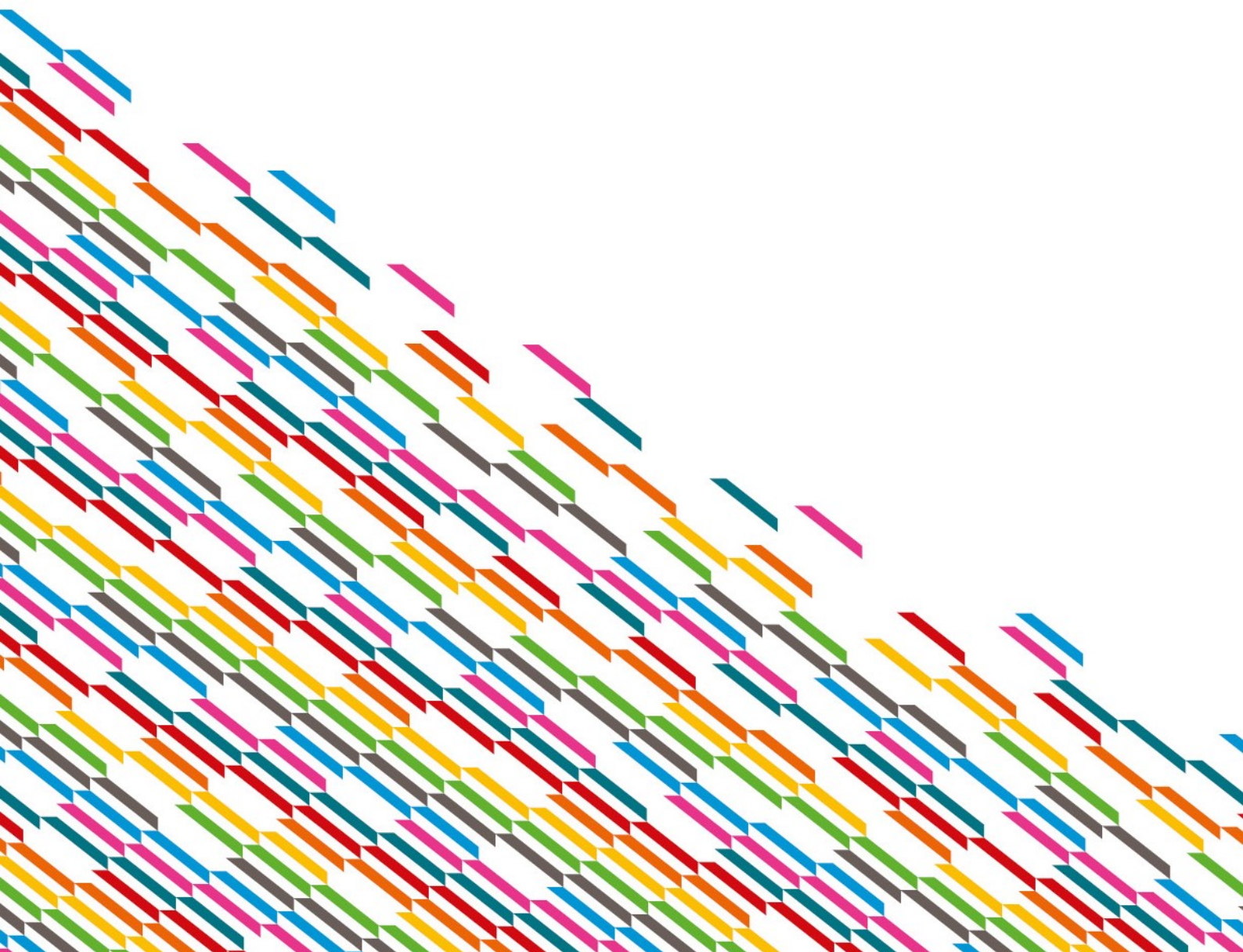




METODOLOGY FOR RECRUITMENT AND SELECTION RULES OTM-R POLICY AT UJEP



METHODOLOGY FOR RECRUITMENT AND SELECTION RULES DEFINING HIRING PROCESS OF ACADEMIC, RESEARCH AND DEVELOPMENT STAFF, MANAGERS AND OTHER PROFESSIONAL WORKERS AT UJEP

1 Introductory Provisions

The methodology for the Recruitment and Selection Rules for filling academic, research, development, managerial and other job positions (hereinafter the "Rules") at University of Jan Evangelista Purkyně in Ústí nad Labem (hereinafter "UJEP") is issued in accordance with the European Charter for Researchers and the Code of Conduct governing the recruitment of researchers. Main goal

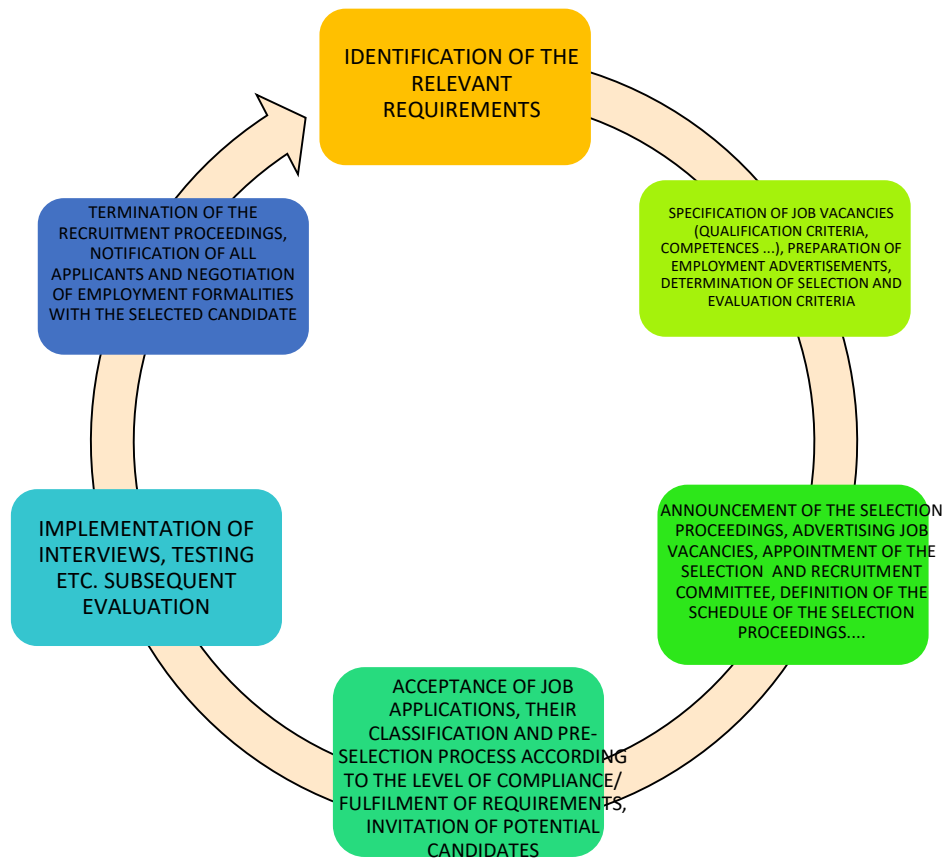
is to ensure compliance with the principles of transparency, equal treatment and openness, therefore these Rules define the selection procedures for important positions, such as managerial positions or other positions.

The aim of the amendment is to unify the procedure used to fill job positions and to establish relevant rules in order to ensure that candidates who show the best preconditions for the performance of academic, scientific, research, managerial and other job activities conducted at UJEP. are selected.

During the implementation recruitment and selection proceedings and also after their completion, the principles of personal data protection are maintained as required

by the Regulation (EU) 2016/679 of the European Parliament and the Council.

RECRUITMENT AND SELECTION PROCEEDING SCHEME



2 RECRUITMENT AND HIRING PROCEDURES

Recruitment and selection procedure shall be used to fill the following job positions:

- a) Always for:
 - academic staff according to § 70 of the Act (hereinafter referred to as AP /AS - academic staff),
 - researchers and scientists who are not regarded by the relevant law as academic staff

As for employment extensions including fixed-term employments or re-hiring process, when the time gap between individual employments does not exceed 6 months, the above-mentioned selection procedure may be omitted.

- b) In case of senior staff at all levels of management the procedure is usually applied to:
 - Bursar - professional financial administrator
 - Chancellor
 - faculty secretaries
 - directors of UJEP and higher education institutions
 - heads of departments of the Rectorate

3 Announcement of the recruitment and selection proceedings

1. The recruitment and selection proceedings for the relevant position is announced by the manager of the relevant UJEP section (hereinafter the "announcer"), i.e.
 - a) The Rector with regards to university-wide positions, the Bursar, or other job positions - at his discretion
 - b) Dean if it concerns job positions at faculties,
 - c) Bursar and Vice-Rectors if it concerns job positions at the Rector's Office
 - d) Director if it concerns job positions at higher education institutions, Scientific library

and SKM,

2. In all other cases - the Rector.
3. The announcer announces the recruitment and selection proceedings based on the proposal of the head of the relevant workplace. The proposal

must be done in written form.

4. The selection procedure is initiated by a written instruction¹ of the announcer addressed to the UJEP Employee department

(hereinafter referred to ZAMO), whose employees (hereinafter referred to as HR personnel) organize the entire course of the proceedings. ZAMO is responsible for the preparation, administration and transparent setting of all selection proceedings. This guideline contains information on the selection methods which will be used to test the candidates.

5. The recruitment and selection proceedings are published:
 - a) as a mandatory event in the case of academic and research positions

including scientists and researchers at least 30 days before the job application deadline for

¹The written instruction may also be in electronic form, such as e-mail

to the relevant proceedings expire:

- on the official bulletin board of UJEP, on the official bulletin board of the relevant UJEP section, or at another publicly accessible place specified in the organizational regulations and where such information may be suitably published in a paper form,
 - under the public section of the UJEP website or in the relevant section;
 - in mass media with international reach (e.g. on scientific web portals, or on Euraxess).
- b) In case of other job positions and as a general rule, it should be published 30 days in advance, but at least 15 days before the deadline for the submission of applications for the relevant proceedings expires;
- on the official board of UJEP under the relevant section,
 - under the public section of the UJEP website or in the relevant section;
 - or possibly through mass media or through any other appropriate means.
6. The announcement of the recruitment and selection proceedings - see sample No. 1 of the Job advertisement, shall contain in particular the following:
- a) Name and address of the announcer
 - b) Characteristics of the job position (name of the job position and field or function, professional focus of the relevant workplace and required activities, number of vacant positions)
 - c) Requirements on qualification and skills
 - d) Information on the selection proceedings and selection criteria
 - e) Expected date of employment commencement, definition of work duties and employment duration, description of work conditions, career growth prospects
 - f) A list of the required documents attached to the application (brief professional CV, documents defining achievements, titles and ranks, overview of publishing activities, overview of pedagogical, scientific, research, development, innovation, artistic and other creative activities, membership in professional associations and practical experience). Possibly also other documents such as workplace concepts, etc.
 - g) Application submission method
 - h) Deadline for the submission of application and other required documents
 - i) Information on personal data processing

The announcement of selection proceedings should contain a specific description of the required knowledge and skills

and should not be narrowly defined as not to discourage a suitable candidate. At the same time, the selection criteria must include the widest possible assessment of the candidate's competences, including his / her experience from previous international and interdisciplinary mobility. Notice of the announcement of selection proceedings = bilingual advertisement (Czech / English), both versions are to be delivered at ZAMO by the announcer.

Each candidate will receive information confirming that his application was accepted see sample. [2 Acknowledgement of receipt of the application..](#)

Should the candidate's application fail to contain the required prerequisites or if it shows other formal deficiencies, the HR personnel shall require the candidate to add more information or correct the application

Submitted application, which does not meet the predefined requirements by the date of the selection proceedings, will

be excluded.

4 Appointment and Selection Committee

The announcer appoints the selection committee (hereinafter the selection committee / committee) no later than 7 days from the date of the announcement of the selection proceedings, [see sample No. 3 Appointment of the selection committee](#). The committee consists of the chairman and other members. The committee must have at least three members. It follow a well-balanced ratio between men and women and where possible, it should include experts from different sectors and disciplines, academia as well as experts in the field of application or even experts from other countries.

1. The members of the Appointment and selection committee focusing on academic, research and development job positions must always include:
 - a) the head of the workplace/section where the new employee will be involved
 - b) a significant academic or research or development worker or a significant expert working for the relevant faculty or institute,

The other members of the committee are usually:

- a) an expert outside of UJEP,
 - b) an academic or research or development worker or a significant expert from the relevant workplace,
 - c) psychologist or expert in communication, psycho-diagnostics,
 - d) another employee from the relevant workplace or UJEP.
2. The members of the Appointment and selection committee focusing on managerial job positions must always be:
 - a) the announcer or the representative of the announcer
 - b) direct superior overseeing the relevant work position
 - c) an expert in the given field, even outside the University
3. Members of the Committee must be professionally trained in the relevant activity, the training must include introduction and explanation of the selection proceedings and the criteria the candidate must meet. This agenda handled by ZAMO through the UJEP educational module - through an e-learning course. Training must be completed before each selection proceeding takes place due to the fact that each proceedings may utilize different selection methods and procedures.
4. HR officer handles the entire course of the selection proceedings in terms of administration and also acts as a moderator. ZAMO representative may be appointed a member of the selection committee. In such scenario this person will not administer the relevant selection proceedings, and shall be handled by another authorized ZAMO employee instead.

5 The course of the selection proceedings

Members of the selection committee are bound by confidentiality obligation to protect facts they learned in the course of the selection proceedings.

1. No later than 3 days after the registration deadline expires, the announcer will publish through ZAMO
-

on the official notice board of UJEP and under the tender/selection proceedings section, the number of applicants.

2. The HR personnel shall exclude candidates who have not met the required conditions that means, candidates who failed to add additional information after being requested, and those who failed to comply with the requirements and criteria etc.
3. The HR personnel shall prepare a list of candidates for the 1st round of the selection proceedings as well as the time schedule for the selection proceedings. The schedule shall include the date, time and place of the selection proceedings.
4. The selection procedure or tender consists of:
 - a. the first round - the committee assesses candidates on the basis of the submitted materials/documents
 - b. the second round - personal interview
 - c. the third round - testing methods (psycho-diagnostics, assessment centre)

The number of rounds is to be determined by the announcer before the vacant job position is announced. The course of the selection proceedings must be provided to the candidates in the advertisement.

Candidates who have met the conditions and who were included in the next round may be subject (depending on the nature of the job position), to particular type of testing (e.g. psycho-diagnostic methods, language testing, computer literacy testing, etc.).

5. The HR personnel email an invitation to the candidates who advance to the second round, [see sample No. 4 Invitation](#).
6. Testing can be conducted either with the direct participation of candidates or with the use of electronic tools (e.g. telebridge, skype, online tests, etc.). All testing is performed by experts in the field, including evaluation, which serves as the basis for decisions made by the selection committee

on the suitability of the candidate for the post.

7. After the evaluation of the candidates (i.e. after the first round, or in case of a multi-round selection after the end of the last round), each member of the commission will comment on the final ranking of the candidates using the Ballot [sheet, see sample No.5 Ballot sheet](#)
 - a) The decision of the committee on the result of the selection proceedings is based on the sum of points assigned to candidates by individual members of the committee,
 - b) In the event of a tie, the chairman of the committee shall decide on the result of the selection proceedings.
8. The HR personnel shall record the decision of the committee including the course of the selection proceedings, and the members of the committee must sign it. The HR personnel shall hand over the report to the announcer immediately after it is signed by all members of the committee.
9. No later than 7 days after the record is submitted, the announcer shall decide:
 - a) On the final selection and order of the candidates recommended for the vacant position,
 - b) Whether to announce a new selection proceedings,

- c) The announcer shall forward the information to the HR personnel, who shall forward the relevant conclusion to each of the candidates.
10. The announcer shall decide to repeat the selection proceedings if:
 - a) No candidate applies for the position/selection proceedings,
 - b) The professional level of the candidates or the personality characteristics do not meet the requirements of the announcer for the given job.
11. Within 7 days after the decision is passed, ZAMO shall:
 - a) Publish the result of the selection proceedings on the official bulletin board of UJEP,
 - b) Return all documents submitted by the candidates were not hired for the position including the application for the selection proceedings as well as the written notification of the proceedings result, See sample No. 6. Notification. The candidate is introduced with the strengths and weaknesses of his candidacy. Strengths and weaknesses formulated by the members of the committee shall be recorded in the evaluation sheet by the members of the committee. ZAMO shreds the results of personal diagnostics of the candidates, if any.

6 Reimbursement of proceedings costs

1. Costs incurred on the announcement, course and evaluation of the results of the selection proceedings are covered by the announcer.
2. Candidates are responsible for all costs associated with the participation in the selection proceedings.

7 Rules of Procedure for the Appointment and Selection Committee

1. The committee is able to adopt resolutions if all its members are present. Should the composition of the committee be changed, it is necessary to appoint a new committee.
2. The committee shall become acquainted with the established procedures and evaluation methods of the selection proceedings,

see article 4, item 3 - e-learning course.

3. In order to ensure equal treatment, the members of the committee do not contact any candidate before conducting interviews and before completing other selection methods. At the same time the committee adheres to the principles of personal data protection. The members of the committee make sure that they are not

in a conflict of interest when selecting potential candidates.

4. Before the selection proceeding takes place, all members of the committee shall get acquainted with all received applications and documents submitted by individual candidates. The following cases may occur:
 - if no application has been received or no applicant has complied with the requirements laid down in Article 3 (6) (a); c) and f), the chairman shall inform the announcer of this fact,
 - applicants who met the requirements set out in Article 3 (6) (a) c) and f) will also be interviewed or other psycho-diagnostic methods may be applied.
5. During the selection proceedings the committee proceeds as follows:

- a) the committee conducts its own interview according to generally valid and agreed principles. Questioning must relate to the predefined election criteria with regards to the candidate.
- b) The committee shall subject the candidate to other selection methods, if applicable to the specific proceedings.
- c) Based on the submitted written documents and the assessment of the results of the selection methods, individual members of the committee shall determine (within 24 hours) whether the candidate succeeded and define the order/sequence of successful candidates. This information is then given to the HR personnel.
- d) In the event of a tie, the chairman of the committee shall decide.
- e) The committee shall check and sign the selection proceeding documentation and the chairman shall then close the proceedings.
- f) The HR personnel collects from all members of the committee their statements on the Ballot sheet,
[see sample No. 5 Ballot sheet](#). Based on the number of the achieved points, the HR personnel determines the order of the candidates, and records it in the selection proceeding report [see sample No. 7 Minutes report](#). The minutes report is then forwarded to all members of the committee. The committee provides the following statement to all applicants: I recommend to accept the applicant, or I do not recommend to accept the applicant. If an applicant is not recommended the committee shall explain the reason for the rejection. The record shall be signed by all members of the committee. The HR specialist shall immediately forward the record to the announcer, who will decide on the final result of the selection proceedings.

8 Conditions and requirements on selection proceedings documentation

1. The applicant's personal file contains:
 - a) the candidate's application and the required attachments,
 - b) invitation to participate in the selection proceedings,
 - c) notification for the applicant explaining the result of the selection proceeding.
2. The selection proceedings document announcement shall contain:
 - a) document demonstrating that the selection proceedings was published,
 - b) appointment of the selection committee
 - c) minutes of the committee meeting, which shall contain:
 - names of the committee members, their functions in the committee as required by these rules,
 - list with names of registered candidates indicating who was and who was not invited to the interview,
 - signatures of all members of the committee confirming the correctness of the minutes report.
 - list of applied selection methods and a description of the evaluation method
 - signed declaration of the members of the committee confirming acquaintance with these rules, training, declaration on protection of personal data and confidentiality of obtained information
 - d) evaluation sheets, notes on partial evaluation of individual candidates, including the result of the committee meeting.
3. The selection proceedings documentation is archived in accordance with the valid Rector's directive - the Filing Rules.

9 Special provisions

1. Conditions of the selection proceedings also apply to foreigners who, in accordance with the relevant regulations governing legal stay and employment of foreigners, may work in the Czech Republic.
2. Selection proceedings do not have to be announced:
 - a) If it regards filling a job position which become unexpectedly vacant due to:
 - employee on long-term work disability,
 - employee who has been granted long-term work leave,
 - employees on maternity leave
 - office workers at lower positions, labour professions
 - b) If the employee moves to another location or to another section of UJEP

and there is no change in the type of work duties agreed in his / her employment contract.

- c) If it concerns and internal career advancement, i.e. the employee is a staff reserve

and is constantly prepared by the employer for to be transferred to the given position. Which corresponds with the employee's career plan.

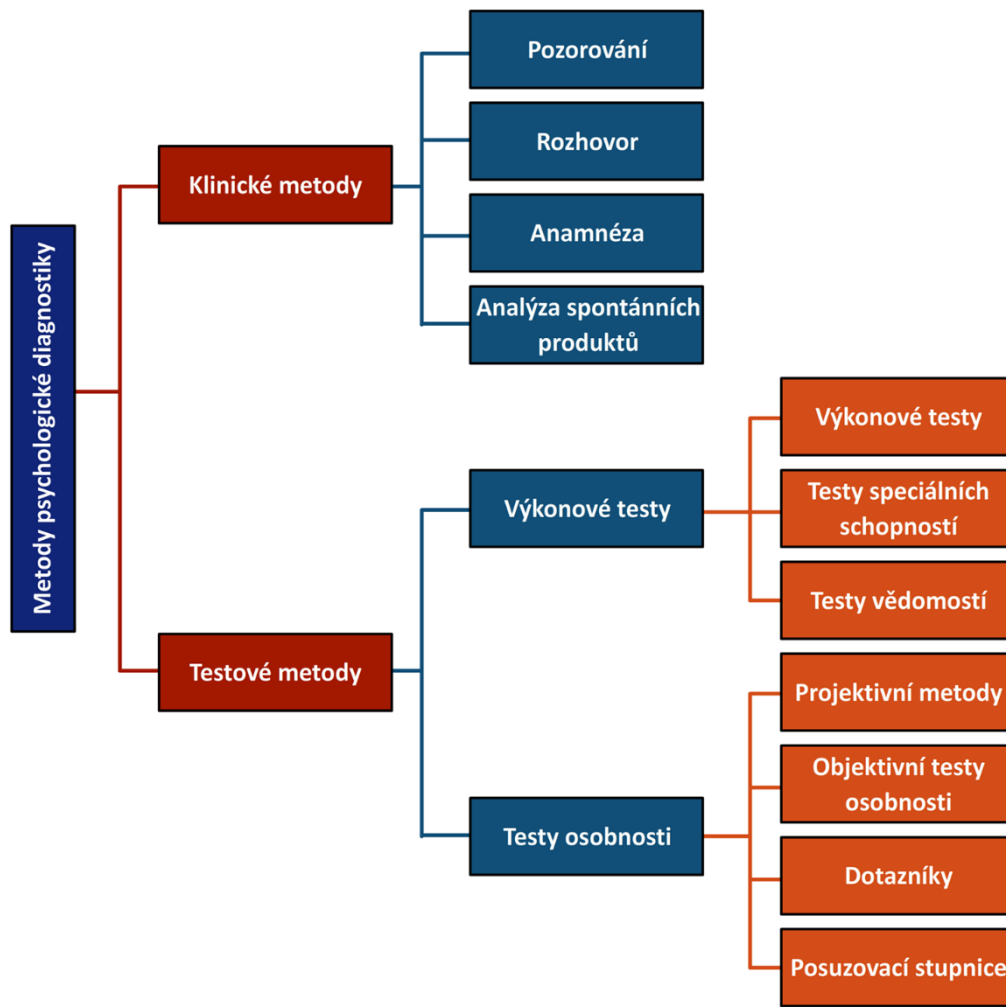
- d) If a follow-up employment is repeatedly negotiated with the same employee who holds the currently vacant position based on a previous positive evaluation of this employee.
- e) If the job is to be filled by a visiting professor.
- f) If a job candidate is directly asked to work on the relevant position, particularly if the applicant is from abroad. In this case, the procedure applicable to position such as associate professor, professor, researcher and associate professor and professor must be approved by the Scientific Council of the relevant section. Further, conditions for filling a position in this form shall be specified by the Rector, the Dean.

10 Final provisions

- a) The methodology for the selection proceedings was discussed at the Rector's Board on
- b) The methodology for the selection proceedings shall enter into force and effect on

11 List of samples

1. Advertisement - Annex No. 1
2. Confirmation of the receipt of the application - Annex No. 2
3. Appointment of the Committee - Annex No. 3
4. Invitation - Annex No. 4
5. Ballot sheet - Annex No. 5
6. Notification - Annex No. 6a acceptance, 6b non-acceptance/rejection
7. Minutes - Annex No. 7



Source 1 Guide to Personal Psychology, MUNI 2019

The "announcer", the University of J. E. Purkyně in Ústí nad Labem announces a selection proceedings to fill the following position

Position / Field of activity / Number of vacancies:

Description of work duties / job description:

Qualification requirements:

Type of employment:

Estimated commencement:

Place of employment:

Description of work conditions/Career growth possibilities:

We offer:

Information on the selection proceedings and selection criteria:

More information at: <http://www.ujep.cz> or phone number 47528XXXX.

Please send applications by post together with a professional curriculum vitae, verified documents on academic and scientific-pedagogical titles, an overview of scientific and pedagogical activities and practice and memberships in professional societies, a list of publishing and grant activities, and consent to the processing of personal data in the register of job seekers kept for the purpose of participating in forthcoming selection proceedings under Article 6 (1) (b) of GDPR, to the following address: UJEP Employee Department in Ústí nad Labem, Pasteurova 1, 400 96 Ústí nad Labem or by e-mail to personalni@ujep.cz before.....

We would like to inform you that University of Jan Evangelista Purkyně in Ústí nad Labem, Company ID: 44555601, registered office Pasteurova 3544/1, 400 96 Ústí nad Labem, tel. 475,286,317, e-mail: personalni@ujep.cz, will be processing your personal data in order to select a suitable employee and to negotiate an employment contract for the above job position. We shall process your personal data only to the extent necessary for the implementation of measures involving mutual negotiations and evaluation performed by our company and before concluding an employment contract. Processed personal data include name and surname, permanent address, e-mail address, data about your education and previous work experience, and possibly, other information that you provided to us in the submitted documents. We shall only process your personal data for the duration of the selection proceedings, which will not exceed 3 months. When processing your personal data, we make sure that your data are protected and we shall not forward your data to any other legal or natural person. In line with the relevant legal regulations, we inform you that you have the right to access your personal data, and you also have the right to request correction, deletion or restriction of the processing of your personal data. The state supervisory authority for the area of personal data protection is the Office for Personal Data Protection (www.uoou.cz), where you may submit your complaint.

More information on the protection of personal data processed by the University of Jan Evangelista Purkyně in Ústí nad Labem may be found here: <https://www.ujep.cz/cs/zasady-zpracovani-osobnich-udaju>.

Note: Advertisement contains in particular:

- a) Name and address of the announcer
- b) Characteristics of the job position (name of the job position and field or function, professional focus of the relevant workplace and required activities, number of vacant positions and in case of a researcher, also R1-R4 classification)
- c) Requirements on qualification and skills
- d) Information on the selection proceedings and selection criteria
- e) Expected date of employment commencement, definition of work duties and employment duration, description of work conditions, career growth prospects
- f) A list of the required documents attached to the application (brief professional CV, documents defining achievements, titles and ranks, overview of publishing activities, overview of pedagogical, scientific, research, development, innovation, artistic and other creative activities, membership in professional associations and practical experience). Possibly also other documents such as workplace concepts, etc.
- g) Application submission method

- h) Application submission deadline
- i) Information on personal data processing

Confirmation of the receipt of the application /email.

Dear Madam / Sir

I hereby confirm the acceptance of your application for the selection proceedings announced for

We shall inform you about the course of the selection proceedings.

Yours faithfully,

We would like to inform you that the University of Jan Evangelista Purkyně in Ústí nad Labem, Company ID: 44555601, registered office at Pasteurova 3544/1, 400 96 Ústí nad Labem, tel. [475 286 341](tel:475286341), will be processing your personal data under the selection proceedings in order to select a suitable employee and negotiate the relevant employment contract for the above job position. We shall process your personal data only to the extent necessary for the implementation of measures involving mutual negotiations and evaluation performed by our company and before concluding an employment contract. Processed personal data include name and surname, permanent address, e-mail address, data about your education and previous work experience, and possibly, other information that you provided to us in the submitted documents. We shall only process your personal data for the duration of the selection proceedings, which certainly will not exceed 3 months.

When processing your personal data, we make sure that your data are protected and we shall not forward your data to any other legal or natural person. In line with the relevant legal regulations, we inform you that you have the right to access your personal data, and you also have the right to request correction, deletion or restriction of the processing of your personal data. The state supervisory authority for the area of personal data protection is the Office for Personal Data Protection (www.uoou.cz), where you may submit your complaint.

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Note: Appointment of the committee / letterhead

**Appointment of the committee for the evaluation of the selection proceedings
announced to fill the following job position / positions: based on job advertisement**

Based on the announced selection procedure and in accordance with the valid regulations of the University of J. E. Purkyně in Ústí nad Labem, with the date of application submission before, I hereby appoint the following selection committee:

Chairman:

Members:

External members:

Secretary:

Selection proceeding shall take place at the following address

In Ústí nad Labem, dated

Signature
Announcer

Invitation to participate/email

Dear Madam / Sir

thank you for your interest in the University of J. E. Purkyně in Ústí nad Labem.

We hereby invite you to take part in the selection proceedings for the following job position, which shall take place on at .. hours, building UJEP, address, room / link to login needed for online communication.

Please arrive 5 minutes before the start of the selection proceedings.

The form of the selection proceedings is to be specified - online, in person + selection method
Personal interview will be focused on (areas based on the type of job position to be filled in) professional requirements (professional requirements to be added, and verified).
The interview shall also include, for example, verification of knowledge - language test, test of technical knowledge, psychological test (form, time schedule), etc. based on the specific requirements of the announcer.

Please confirm your participation by sending a message to personalni@ujep.cz.

Yours faithfully

We would like to inform you that the University of Jan Evangelista Purkyně in Ústí nad Labem, Company ID: 44555601, registered office at Pasteurova 3544/1, 400 96 Ústí nad Labem, tel. [475 286 341](tel:475286341), will be processing your personal data under the selection proceedings in order to select a suitable employee and negotiate the relevant employment contract for the above job position. We shall process your personal data only to the extent necessary for the implementation of measures involving mutual negotiations and evaluation performed by our company and before concluding an employment contract. Processed personal data include name and surname, permanent address, e-mail address, data about your education and previous work experience, and possibly, other information that you provided to us in the submitted documents. We shall only process your personal data for the duration of the selection proceedings, which certainly will not exceed 3 months.

When processing your personal data, we make sure that your data are protected and we shall not forward your data to any other legal or natural person. In line with the relevant legal regulations, we inform you that you have the right to access your personal data, and you also have the right to request correction, deletion or restriction of the processing of your personal data. The state supervisory authority for the area of personal data protection is the Office for Personal Data Protection (www.uoou.cz), where you may submit your complaint.

More information on the protection of personal data processed by University of Jan Evangelista Purkyně in Ústí nad Labem may be found here: <https://www.ujep.cz/cs/zasady-zpracovani-osobnich-udaju>.

BALLOT SHEET OF THE FACULTY OF BIOLOGY AT UJEP

Name of position **Mandatory field: professional assistant in microbiology focusing on biofilm studies*

1. Applicant: Title, name, surname

**Mark only one ellipsis at each line*

	5 Excellent	4 Commendable	3 Good	2 Sufficient	1 Insufficient
Qualification requirements:					
Pedagogical activity					
Scientific and art activities					
Publication Activity					
Personal profile					

2. Recommended for acceptance/rejection

**Mark only one option by ticking (if online, mark only one ellipse).*

YES

NO **Skip to question 3 (If you selected NO = Not recommended for acceptance please specify the reason for the rejection including strengths and weaknesses of the applicant).*

3. Explanation:

4. Weaknesses:

5. Strengths:

Information on the result of selection proceedings_YES / letterhead / email

Recipient
In Ústí nad Labem, dated

Information on the result of selection proceedings

Dear Madam / Sir

let me thank you for your interest to work as *(to be added)* at UJEP in Ústí nad Labem.

I hereby inform you that you were recommended by the selection committee for the following position
..... *(to be completed based on the announced position)*.

I agree with the recommendation of the committee and you are hereby accepted for employment%
of the mandatory work hours for an indefinite / definite period from to

I believe that your work will be beneficial for UJEP in Ústí nad Labem and I look forward to working with
you.

Best regards

Signature
Announcer

Information on the result of selection proceedings_YES / letterhead / email

Recipient
In Ústí nad Labem, dated

Information on the result of selection proceedings

Dear Madam / Sir

let me thank you for your interest to work as *(to be added)* at UJEP in Ústí nad Labem.

I hereby inform you that you have not been recommended by the selection committee the position of
..... at the faculty of... .. at UJEP in Ústí nad Labem, field

Another candidate was selected.

*Additions to the evaluation and reasons why the candidate was not accepted, constructive feedback
(see Minutes from the Board of Directors)*

Rules:

Thank you note - where the candidate was strong - recommendation for improvement - advice

I wish you many personal and professional achievements.

Yours faithfully

Signature
Announcer

**Minutes from selection proceedings
at faculty of UJEP in Ústí nad Labem dated**

Selection committee consisted of:

Chairman: **Surname, first name, titles**

Members: **Surname, first name, titles**

Surname, first name, titles

Surname, first name, titles

Surname, first name, titles

Secretary: **Surname, first name, titles**

Selection proceedings announced for academic position at the faculty of biology:

- category i

1 position in the field of with focus on (Full-time)

Selection proceedings published on the UJEP website, on web portals researchjobs.cz and euraxess.cz and on the UJEP's official notice boards with the date of applications delivery before2021.

Signed up:

1. **Surname, name, titles** signed up for in the field of with focus on

2. **Surname, name, titles** signed up for in the field of with focus on

Evaluation of the selection committee

The selection committee based its evaluation on the submitted documents, or on personal presentation of the candidates, and assessed professional experience, publishing activities and scientific activities of all registered candidates. The selection process took place with the participation of registered applicants, via video call or without the participation of registered candidates - per rollam

The committee assessed the individual candidates as follows:

:

1. Surname, first name, titles - the committee recommends with all its votes as the first best candidate for the position in the field of focusing on

Strengths:

Weaknesses:

Dean statement:

I agree / disagree with the committee's conclusions.

I accept from to.. indefinitely / for a definite period until

Employment type % of mandatory work hours

Reason for rejection: verbal explanation (cca 1 sentence)

2. **Surname, first name, titles** - the committee recommends with 3 YES votes and 2 NO votes as the second best candidate for the position in the field of focusing on

Strengths:

Weaknesses:

Dean statement:

I agree / disagree with the committee's conclusions.

I accept from indefinitely / for a definite period until

Employment type % of mandatory work hours

Reason for rejection: verbal explanation (cca 1 sentence)

By signing below the committee members confirm their participation in the selection proceedings and the correctness of the minutes:

Surname, first name, titles _____

Surname, first name, titles _____

Surname, first name, titles _____

Surname, first name, titles _____

Surname, first name, titles _____

recorded: surname, first name, titles

date

.....

Surname, first name, titles

Announcer