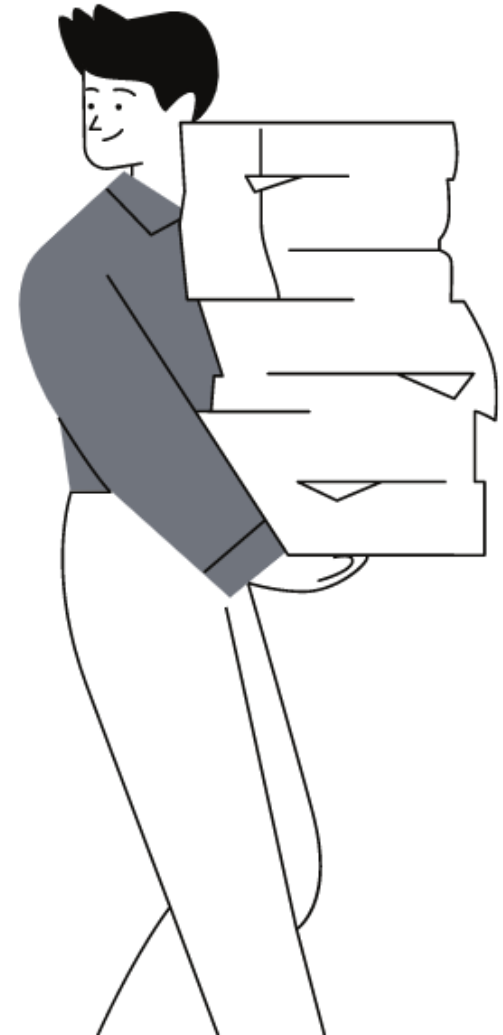


GUIDEBOOK

FOR THE RECRUITMENT PROCESS

Łukasiewicz – Lodz Institute of Technology, March 2024



LEGAL BASIS FOR RECRUITMENT OF EMPLOYEES

Employees are recruited on the basis of:

**Act of 21st February 2019 about the Łukasiewicz Research Network
Regulations of 27th March 2019 regarding the list of positions in which
employees of the Łukasiewicz Center and institutes operating within the
Łukasiewicz Research Network are employed, and the qualifications required
to hold them**

Statute of the Łukasiewicz - Lodz Institute of Technology

Recruitment Policy of the Łukasiewicz - Lodz Institute of Technology



RECRUITMENT STAGES

	RECRUITMENT STAGE	document standard
1.	Determining detailed recruitment conditions	Annex no. 1 – model form
2.	Application to initiate the recruitment process	Annex no. 1– model form
3.	Composition of the Selection Committee	Annex no. 1– model form
4.	Recruitment announcement	-
5.	Work of the Selection Committee	Model forms: Annex no. 4 – statement by a member of the Selection Committee Annex no. 5 – candidate's professional qualifications card Annex no. 6 – statement of the impartiality of the Selection Committee
6.	Recruitment decision	Annex no. 2 – model protocol form of the recruitment processing
7.	Submitting for the employment of the selected candidate	Annex no. 3 – candidate employment application form (model)
8.	The process of adapting a new employee to the work environment	-

1. RECRUITMENT STAGE

DETERMINING DETAILED RECRUITMENT CONDITIONS

The first phase of recruitment is to analyse the staff requirements. The analysis includes in particular:

- a) working hours,
- b) type of employment,
- c) the possibility or necessity of working overtime,
- d) possibility of sharing tasks with other employees with the same competences,
- e) total cost of employment (salary, benefits and derivatives).

The head of the organizational unit for which the recruitment process is to be carried out develops a candidate profile that includes: required professional qualifications, experience, skills and description of tasks for a given job position.

[Annex no. 1 – model form](#)



2. RECRUITMENT STAGE

APPLICATION TO INITIATE THE RECRUITMENT PROCESS

The head of the organizational unit submits an application to the Director to initiate the recruitment process for a vacant position.

[Annex no. 1 – model form](#)



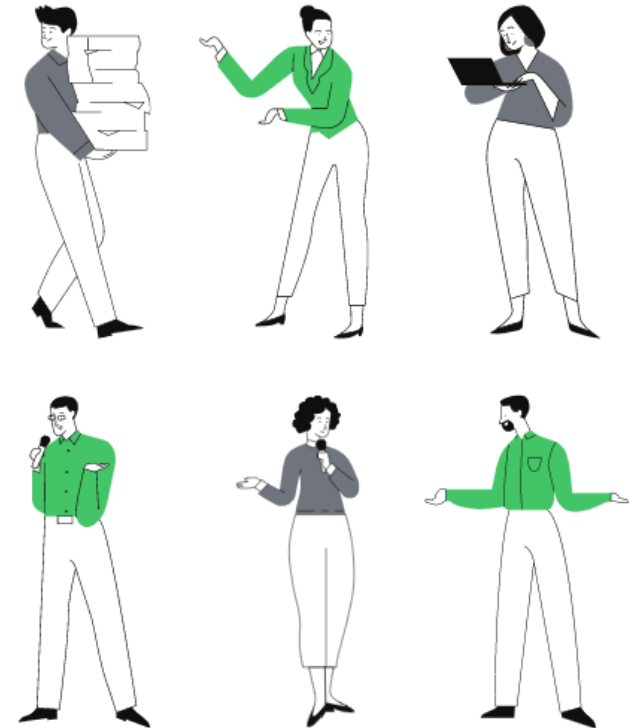
3. RECRUITMENT STAGE

COMPOSITION OF THE SELECTION COMMITTEE

The composition of the Selection Committee is determined by the Director or a person authorized by the Director.

Committee members should have diverse experience and qualifications and represent different industries and disciplines. The Commission should include those who are key persons to the activities of the organizational unit, project or task for which the employee is recruited and a representative of the Human Resources Management Department. When selecting members of the Committee, the Director ensures gender balance.

[Annex no. 1 – model form](#)



4. RECRUITMENT STAGE

RECRUITMENT ANNOUNCEMENT

The recruitment announcement is prepared by the Human Resources Management Department. It is based on provided by the head of an organizational unit description of professional qualifications and expected tasks to be performed at a given job position.

The vacancy announcement must contain at least the following information:

- a) name of the job position
- b) place of work/location,
- c) expected scope of responsibilities,
- d) required qualifications, experience and skills,
- e) employer's offer,
- f) deadline for submitting recruitment documents (designated period for submitting these documents cannot be shorter than 14 calendar days from the publication of the advertisement),
- g) method of submitting recruitment documents, e.g. paper documents submitted at the unit's headquarters, sending documents to a specific e-mail address or submitting documents via recruitment portals,
- h) a list of required documents (if they are necessary to assess the qualifications, experience and skills of the candidate; the scope of the documents cannot be wider than the provisions of generally applicable law), including in particular the requirement for the candidate to consent to the processing of personal data,
- i) an information clause or information about the place of its publication, prepared in accordance with the requirements of the GDPR, along with information that candidates' data is stored in the eRecruiter database for 6 months from the date of sending the CV,
- j) stipulation that the Łukasiewicz Institute will contact only selected candidates,
- k) information that the Łukasiewicz Institute allows the recruitment to be closed before the deadline for submitting applications indicated in the announcement if period for submitting is not shorter than 14 calendar days from the publication of the advertisement.

Additionally, the announcement contains basic information about the Łukasiewicz Institute, a link to its website and logo HR Excellence in Research.

[European Charter for Researchers](#)



5. RECRUITMENT STAGE

WORK OF THE SELECTION COMMITTEE

The Selection Committee analyzes the submitted offers based on chosen selection methods (one or several used together):

- a) substantive assessment of submitted documents,
- b) telephone interview,
- c) recruitment interview (face-to-face or videoconference),
- d) assessment of substantive knowledge, foreign language proficiency and skills directly related to the position covered by the recruitment,
- e) reference checking.

Candidates are assessed based on previously established objective and standardized selection criteria, a comparison of objective assessments and recommendations of individual members of the Selection Committee. The final decision on the selection of a given candidate is made by the head of the organizational unit for which the recruitment is carried out, in agreement with other members of the Committee. The decision to employ the selected candidate is made by the Director or a person authorized by the Director.

Based on the collected data, this candidate is selected who meets in the best way the requirements specified in the recruitment advertisement. The Committee prepares a protocol of the recruitment processing, which is signed by all members.

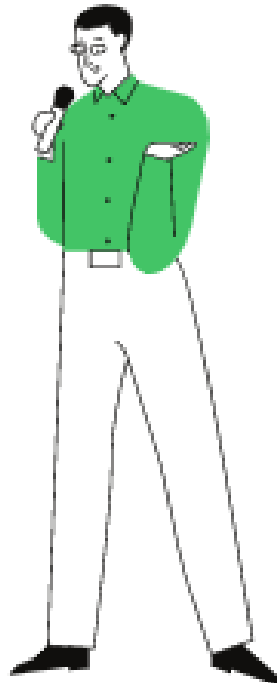
Committee members are obliged to maintain the confidentiality of the information obtained during the recruitment process.

[Annex no. 4 – model statement](#)

[Annex no. 5 – model qualifications card](#)

[Annex no. 6 – model statement](#)

[Annex no. 2 – model protocol](#)



6. RECRUITMENT STAGE

RECRUITMENT DECISION

Information about the recruitment result is made available in BIP [Bulletin of Public Information] and on the Institute's website within 14 days from the date of employment of the selected candidate or from the date of completion of the recruitment process if no candidate was employed as a result.

Information about the recruitment result includes:

- a) identification of the job position for which the recruitment was conducted,
- b) name or names and surname of the selected candidate and place of residence (town),
- c) justification for selecting the candidate or not employing any candidate.



7. RECRUITMENT STAGE

SUBMITTING FOR THE EMPLOYMENT OF THE SELECTED CANDIDATE

The head of the organizational unit submits an application to the Director to employ the selected candidate.

In the document the manager proposes the conditions of employment of the candidate.

[Annex no. 3 – model employment form](#)



8. RECRUITMENT STAGE

THE PROCESS OF ADAPTING A NEW EMPLOYEE TO THE WORK ENVIRONMENT

The introduction of a new employee to the Łukasiewicz Institute includes several stages, including:

- a) occupational health and safety training and on-the-job training on the first days of work,
- b) instruction on the applicable information security principles, in particular the protection of personal data,
- c) completing all formalities necessary to start performing tasks in a given position,
- d) introducing the employee to the work team,
- e) familiarizing the employee with the goals and general work principles,
- f) delegating tasks and duties and defining the scope of responsibility,
- g) getting acquainted with the proposed work methods used so far to accomplish the assigned tasks,
- h) indication of the place of work/ work site, necessary tools and access and resources.

The adaptation process ends with the direct superior's decision to submit an application to the Director for continued employment or information about the lack of willingness to continue cooperation with an employee.

