

Recruiting employees in **5 steps**



STEP 1

Preparing documents

Send the application to **hr@nencki.edu.pl** to initiate recruitment.

Once the application is approved by the Director of the Institute, prepare a draft job advertisement. The advertisement should, among other things, include:

- a comprehensive description of the required knowledge and competencies, including a description of working conditions and entitlements
- career prospects
- an overview of the schedule

**Download the application
and advertisement template:**

<https://intra.nencki.gov.pl/dzial-spraw-pracowniczych-i-rekrutacji/>



STEP 2

Appoint a committee

Appoint a recruitment committee. **Write an application** to the Director about the appointment of committee members (3-5 people).

Committees selecting candidates should **represent diverse expertise, a variety of competencies and experience** relevant to the evaluation of the candidate.

The committees should also demonstrate an appropriate **gender balance** and, if necessary and possible, be composed of members of **different industries** (state and private sector) and representatives of **different scientific disciplines**, including individuals from other countries.



STEP 3

Committee work

Where possible, **a wide range of practices should be used in selecting candidates**, such as evaluation by an external expert and face-to-face interviews or online interviews with the candidate.

Committee members **should not discriminate in any way against candidates** on the basis of gender, age, ethnic, national or social origin, religion or faith, sexual orientation, language, disability, political beliefs, and social or material status.



STEP 4

Recruitment

Before selecting candidates, **inform them about the recruitment process and selection criteria, the number of available positions and career prospects.**

Career breaks or deviations from chronological order in a résumé should not be penalized, but should be viewed as a career evolution and, as a result, a potentially valuable contribution to the **professional development of researchers following a multidimensional career path.** Therefore, candidates should be allowed to submit resumes supported by evidence that reflect a representative range of achievements and qualifications relevant to the position for which they are applying.



The required level of qualification should meet the needs of the position and should not be a barrier to employment. When evaluating qualifications, the focus should be more on assessing the candidate's achievements than his/her situation or the reputation of the institution where the qualifications were obtained. Since professional qualifications can be obtained early in a long research career, **the course of lifelong professional development should also be valued and recognized.**

As part of the recruitment process, the entire range of candidates' experience should be considered in the selection process. In addition to assessing their overall potential as researchers, **their creativity** – evaluated on the basis of the innovative methods, approaches and research results – and **level of independence should also be considered.**

Once the selection process is complete, **all candidates should be notified of the strong and weak points of their applications.**

Prepare the minutes of the recruitment committee meeting.



STEP 5

Employment of the candidate

Send request for employment to hr@nencki.edu.pl

Download the application

<https://intra.nencki.gov.pl/dzial-spraw-pracowniczych-i-rekrutacji/>

