

**TEMPLATE:**

Report no: _____ Warsaw _____
Date of the Report

Organisational Unit: _____

Recruitment Committee Report concerning the competition announced:

Date: _____

Position: _____

Staff group: _____ e.g. research-teaching group

Working time: _____
(please specify)

Date of Committee meeting: _____

Recruitment Committee Members (at least 5)):

- 1.
 - 2.
 - 3.
- Etc.

List of Candidates:

- 1.
 - 2.
 - 3.
- Etc.

Method Used for the Assessment of Qualifications and Competencies

(indicate the individual or all assessment methods applied)

Review of Application Documents	☐
Online Interview	☐
In-Person Interview	☐
Knowledge Tests, Recruitment Tasks and Work Samples	☐

Stage I – Formal Requirements (Meets / Does Not Meet)

- 1) Compliance with the requirements set out in Article 116 of the Law on Higher Education and Science regarding the required academic degree / academic title and, where applicable, evidence of achievements (to be transferred from the vacancy announcement).
- 2) The complete set of documents required in the vacancy announcement (to be transferred from the vacancy announcement).
- 3) No obstacles to employment – compliance with Articles 113-116 of the Law on Higher Education and Science.

Candidate's Full Name	Meets the Requirements*	Does Not Meet the Requirements*	Description of Non-Compliance

*Mark the appropriate box with an "X".

Only candidates who meet the requirements may be qualified for Stage II.

Stage II: Substantive Requirements (Meets / Does Not Meet)

Transfer the requirements from the vacancy announcement. These are qualifications without which the duties associated with the position cannot be performed:

- 1) _____
- 2) _____

Candidate's Full Name	Meets the Requirements*	Does Not Meet the Requirements*	Description of Non-Compliance

*Mark the appropriate box with an "X".

Only candidates who meet the requirements may be qualified for Stage III.

Stage III: Qualitative Assessment of Candidates' Qualifications (Points-Based)

Assessment in four areas with assigned weightings.

Scale: 0-3 points for each criterion. Weighted score = points × weighting.

Assessment Scale

- 0 points – criterion not met or no evidence provided;
- 1 point – minimum level achieved;
- 2 points – expected level achieved;
- 3 points – outstanding level achieved.

the ranking of candidates

Candidate's Full Name	Research area	Teaching area	Organisational area	Cooperation area	Total Score	Ranking Position
	(40%)	(30%)	(15%)	(15%)		

Szczegółowe informacje dotyczące ocenianych kwalifikacji zgodnie z Polityką OTM-R i ogłoszeniem o pracę:

1. Research Area (weighting: 40% / 70% for research positions)

2. Teaching Area (weighting: 30% / 70% for teaching positions)

3. Organisational Area (weighting: 15%)

4. Cooperation and Soft Skills Area (weighting: 15%)

**UKSW****UNIwersYTET KARDYNAŁA
STEFANA WYSZYŃSKIEGO
W WARSZAWIE**

Stage IV: Competition Results and Committee Recommendations**:

Based on the total score and ranking, the Committee recommends the employment of the following candidate:

**) Where two or more candidates receive the same number of points in the assessment of qualifications, the Committee shall conduct a vote.

Signatures of the Members of the Recruitment Committee

Dates of Providing Feedback to Candidates Following Each Stage

Candidate's Full Name	Stage	Date Feedback Was Sent

Signature of the Chair of the Recruitment Committee