

Appendix 09 to the Open, Transparent and Merit-Based Recruitment of Academic Staff Policy (OTM-R Policy) at Cardinal Stefan Wyszyński University in Warsaw

TEMPLATES of feedback messages for job candidates (where individual stages are assessed at a single committee meeting, the feedback may be adjusted accordingly)

STAGE 0 – Confirmation of Application Submission (Automatic Response)

Automatic reply configured by the IT Systems Centre for the mailbox - confirming receipt of the application and sent to the candidate from the address **kariera.[abbreviation]@uksw.edu.pl**

Subject: Confirmation of Receipt of an Application for Participation in the Competitive Recruitment Procedure

Dear Madam / Dear Sir,

*We confirm receipt of your application for participation in the competitive recruitment process organised by **[organisational unit]** of Cardinal Stefan Wyszyński University in Warsaw.*

In accordance with the published vacancy announcement, the process includes the following stages:

- Verification of formal requirements;*
- Verification of compliance with substantive requirements;*
- Qualitative (points-based) assessment of candidates;*
- Recommendation of the recruitment committee.*

Feedback regarding the progress of the proceedings will be sent electronically to the email address you used to submit your application documents.

Kind regards,

UKSW Recruitment Committee

STAGE I – Formal Requirements (YES/NO)

Negative Response – formal requirements not met

Subject: Information on the Outcome of Stage I – Competition for the Position of [Position Title]

Dear Madam / Dear Sir,

*We would like to inform you that, following the verification of formal requirements in the competition for the position of **[position title]** in **[organisational unit]**, your application has not been selected to proceed to the next stage.*

The reason is the failure to meet the following formal requirement(s) specified in the vacancy announcement:

[please specify the specific requirement(s), e.g. lack of the required academic degree / incomplete set of application documents / missing declaration ...]

Thank you for your interest in working with UKSW.

Yours sincerely,

Chair of the Recruitment Committee

STAGE II – Substantive Requirements (YES/NO)

Negative Response – Failure to Meet the Minimum Substantive Requirements

Subject: Information on the Outcome of Stage II in the Competition for the Position of [Position Title]

Dear Madam / Dear Sir,

Following an assessment of your achievements and experience against the substantive requirements specified in the vacancy announcement, we regret to inform you that your application has not been qualified for Stage III.

*The reason for not qualifying for the next stage is the failure to meet the minimum substantive requirement(s) relating to **[e.g. research experience / teaching experience / research achievements / knowledge of a foreign language]**.*

Thank you for your participation in the competition and for the time devoted to preparing your application.

Kind regards,

Chair of the Recruitment Committee

Positive Response – Qualification for the Qualitative Assessment Stage

Subject: Information on the Outcome of Stages I and II – Qualification for Stage III in the Competition for the Position of [Position Title]

Dear Madam / Dear Sir,

*We are pleased to inform you that your application has been qualified for **Stage III**, i.e. the **qualitative assessment** conducted on the basis of the points-based criteria specified in the vacancy announcement.*

In the coming days, we will provide details regarding the next steps of the process (the date of the interview / assessment of research achievements).

Kind regards,

Chair of the Recruitment Committee

STAGE III – Qualitative Assessment and Final Ranking**Negative Response – Following the Qualitative Assessment (with Justification)**

Subject: Outcome of the Competitive Recruitment Procedure at Stage III in the Competition for the Position of [Position Title]

Dear Madam / Dear Sir,

*Following the completion of **Stage III** of the competitive recruitment process for the position of **[Position Title]** in **[Organisational Unit]**, we hereby inform you that the recruitment committee has recommended another candidate who achieved a higher score in the qualitative assessment or who, despite receiving the same number of points, obtained a majority of votes.*

Justification:

[brief substantive reference to the assessment criteria, without any personal evaluation of the candidate, e.g. a lower score in the research area, a smaller number of publications in journals included in the relevant journal list, a lower interview score in relation to ...]

You have the right to submit an appeal to the Rector of UKSW within 14 days of receiving this information.

Thank you for your participation in the competition and for your interest in working at UKSW.

Kind regards,

Chair of the Recruitment Committee

Pursuant to Article 127 of the Code of Administrative Procedure, during the period for lodging an appeal, a party may waive the right to appeal before the public administration authority that issued the decision. Upon delivery to the public administration authority of a declaration waiving the right to appeal, the decision becomes final and legally binding.

**Positive Response – Candidate Selected by the Recruitment Committee
(Recommendation, Not a Job Offer)**

Subject: Information on a Positive Outcome of the Competitive Recruitment Procedure

Dear Madam / Dear Sir,

We are pleased to inform you that, following the completion of the full assessment of candidates within the competitive recruitment procedure for the position of **[Position Title]** in **[Organisational Unit]**, the recruitment committee has recommended you as a candidate for employment.

At the same time, we would like to emphasise that the committee's recommendation does not constitute an offer of employment.

In accordance with the procedure, the subsequent stages include:



UKSW

**UNIWERSYTET KARDYNAŁA
STEFANA WYSZYŃSKIEGO
W WARSZAWIE**



- an opinion of the Faculty Council / Discipline Council;
- where applicable, an opinion of the Senate (for the positions of **Professor** and **University Professor**);
- a decision of the Rector of UKSW.

You will be informed of further developments in the process in separate correspondence.

Kind regards,

Chair of the Recruitment Committee
