**Recruitment form**

Position, staff group………………………………….………………………………………………........................

Organizational unit (including the number of employees in the given unit by gender)

…………………………………………………….………………………………………………………………………

1. First name(s) and surname ...................................................................................................................................................................
2. Date of birth ...............................................................................................................................................
3. Contact data...............................................................................................................................................

(obtained from an applicant)

1. Education /if relevant/ suitable for employer’s expectations ?

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(occupation, specialty, degree, job title, academic title)

1. Professional qualifications (if they are indispensable to doing a given kind of work or in a given position) …….............................................................................................................................................................

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(courses, post-graduate studies or other forms of complementary knowledge or skills)

1. Previous employment record (if it is indispensable to doing a given kind of work or in a given position) ....................................................................................................................................................................

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**Recruitment support questions:**

1. Did you have any problems with getting to our University?..........................................................................
2. Did you have any previous contacts with our University?.............................................................................
3. Do you know the organizational structure of the University?........................................................................
4. If the candidate has any seniority, what the work so far has consisted of ?........................………..………..

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1. What was the place of this work in the organizational structure of the company? ……………………………………………………………………….....................................................................

**Strengths and weaknesses of the candidate:**

1. How do you supplement and update your knowledge and to what extent ? .......................................................................................................................................................................
2. What qualities according to you will make it possible to perform tasks in the new workplace? .......................................................................................................................................................................
3. Which tasks may be a problem for you and why? ……………………………………...…………....................................................................................................

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1. Do you prefer individual or team work? Do time pressure and established and imposed deadlines for completing tasks motivate you, or do you prefer to set a schedule of tasks independently?

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1. Did you have to resolve/explain conflict situations in the performed course of work? ……….............................................................................................................................................................

**Candidate’s achievements**:

1. Enumerate the past tasks that have brought particular satisfaction ............................................................

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1. What does it mean for you to achieve a success? ......................................................................................

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**Motivation:**

1. What motivates you to work most?..............................................................................................................

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1. What are your long-term objectives? Do you have any plan/strategy to reach them? ….…………………………………………………………………………............................................................

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1. What are your salary expectations? …........................................................................................................

**Recapitulation by the Committee:**

**Strengths of the candidate:**

**………………………………………………………………………………………………………………………………**

**Weaknesses of the candidate:**

**..……………………………………………………………………………………………………………………………..**

**Committee decision: …………………………………….**