



*The document was approved by the order of the Rector of the University on March 20, 2020  
Amendments made by the order #171, dated July 11, 2020, #370, dated December 23, 2020, #301, dated January 25, 2021, #1225 dated February 25, 2021, #9532 dated September 21, 2021 by the Rector of the University.*

## **Staff selection rules**

## Document Contents:

Chapter I .....	Error! Bookmark not defined.
General provisions.....	Error! Bookmark not defined.
Article 1. Field of regulation.....	Error! Bookmark not defined.
Article 2. Staff planning mechanisms.....	Error! Bookmark not defined.
Chapter I I.....	Error! Bookmark not defined.
Selection of academic staff.....	3
Article 3. Composition of Academic Staff.....	Error! Bookmark not defined.
Article 4. Qualification requirements for academic staff.....	Error! Bookmark not defined.
Article 5. Rules for holding an academic position.....	Error! Bookmark not defined.
Article 6. Documentation and evaluation to be submitted by the contestant .....	Error! Bookmark not defined.
Article 7. Rules and conditions of the competition.....	Error! Bookmark not defined.
Article 8. Evaluation of contestants.....	Error! Bookmark not defined.
Article 9. Review of the complaint.....	Error! Bookmark not defined.
Chapter III .....	Error! Bookmark not defined.
Rules for selecting invited staff.....	7
Article 10. Requirements for Invited Staff.....	Error! Bookmark not defined.
Article 11. Selection of invited staff .....	Error! Bookmark not defined.
Article 12. Requirements for administrative / support staff.....	Error! Bookmark not defined.
Article 13. Selection of administrative / support staff .....	Error! Bookmark not defined.
Article 14. Selection of Program Manager .....	Error! Bookmark not defined.
Chapter V.....	Error! Bookmark not defined.
Selection of scientific staff .....	Error! Bookmark not defined.
Article 15. Requirements for Scientific Staff .....	Error! Bookmark not defined.
Appendix №1 Lecture Evaluation Form.....	Error! Bookmark not defined.
Appendix №2 Interview Evaluation Form.....	Error! Bookmark not defined.
Appendix №3 Form for Evaluating Administrative Staff Interviews .....	Error! Bookmark not defined.

## Chapter I. General Provisions

### Article 1. Field of regulation

Staff selection rules (hereinafter referred to as the "Rules") Defines the procedure for hiring, selecting, choosing, appointment rule and procedure for academic, scientific, invited, administrative and support staff at European University Ltd. (hereinafter referred to as the "University")

### Article 2. Staff Planning Mechanisms

Staff recruitment and / or competition is announced based on staff planning, which involves determining their needs through a variety of mechanisms. The staff planning mechanisms at the university are:

- A) Reviewing the staff list of the administrative staff of the University on a quarterly basis and, if necessary, making changes in it;
- B) To make a decision on the announcement of an academic competition by the relevant faculty board at the faculty level;
- C) The decision of the Dean of the relevant faculty and the head of the educational program to increase the number of invited staff;
- D) Initiation of personnel changes by administrative / support staff by structural units;
- E) In the case of scientific staff, the basis for increasing its number may be: defining a new research priority / direction or expanding the existing one, obtaining a research grant or adding a doctoral program.

## Chapter II. Selection of Academic Staff

### Article 3. Composition of Academic Staff

1. The academic staff of the University consists of a professor, an associate professor, an assistant professor and an assistant.
2. A professor is a person with an academic position at the university who leads the learning process and directs the scientific-research work of the students.
3. Associate Professor is a person with an academic position at the University, who participates in the learning process and supervises the teaching and research work of students.
4. The Assistant Professor is a person with an academic position at the University, who, according to his / her competence, participates in the educational and research process.
5. An assistant is a person with an academic position at the university, who, under the guidance of a professor, associate professor or assistant professor, works in a working group and conducts research work within the framework of the current educational process at the faculty.

### Article 4. Qualification requirements of academic staff

1. The University shall establish qualification requirements for each academic position. these are:

A) The following may be elected as professors:

Aa) A person with a doctorate or an equivalent academic degree who has at least 6 years of experience in scientific and pedagogical work;

Ab) A person who has published scientific publications in the field of relevant training courses (during the last 5 years) or is their co-author;

Ac) A person who has experience in developing a relevant training course (syllabus);

B) The following may be elected as an associate professor:

Ba) A person with a doctorate or an equivalent academic degree who has at least 3 years of experience in scientific and pedagogical work;

Bb) A person who has published scientific publications in the field of relevant training courses (during the last 5 years) or is their co-author;

Bc) A person who has experience in developing a relevant training course (syllabus).

C) The following may be elected to the position of Assistant Professor:

Ca) A person with a doctorate or an equivalent academic degree;

Cb) A person who has a scientific publication / publications published in the direction of the relevant training course / courses (during the last 5 years) or is a co-author of them;

Cc) A person who has experience in developing the relevant training course (syllabus).

D) A doctor or a doctoral student who has experience in developing a relevant course (syllabus) can be selected as an assistant.

2. In addition to the qualification requirements set forth in paragraph 1 of this Article, special requirements shall be established for the academic staff implementing the educational program of the graduated physician:

A) A person must undergo training in the methodology of medical education once every two years<sup>1</sup>, which must be confirmed by the relevant certificate;

B) The following requirements are set for academic staff within the framework of clinical disciplines:

Ba) A professor must have at least 6 years of pedagogical and last 9 years of clinical experience;

Bb) The associate professor must have at least 3 years of pedagogical and the last 5 years of clinical experience;

Bc) The assistant professor must have at least 5 years of clinical experience;

Bd) The assistant must be a doctoral student in the clinical specialty and have 5 years of clinical experience;

Be) Certificate of relevant specialty in case of clinical disciplines.

3. A person who has a relevant professional qualification may also be elected to the position of Associate and / or Assistant Professor, which may be confirmed by professional experience / publications. The holding of an academic position on a professional basis is not carried out in the case of an educational program for a graduated physician.

4. The following qualification requirements are established for the academic position (professional mark) of the Associate Professor:

A) At least a master's degree;

B) Relevant professional experience in the field, which can be confirmed as follows:

Ba) At least 5 years of work experience in the relevant field (the content of practical activities can be specified based on the peculiarities of the program);

Bb) At least 3 years of work experience of pedagogical activity in a higher education institution

Bc) Experience in developing the relevant training course (syllabus).

5. The following qualification requirements are established for the academic position (professional mark)

---

<sup>1</sup> In accordance with the sectoral characteristics of higher education in medicine, this requirement is effective from January 1, 2019. By the time of participation in the academic competition announced after January 1, 2021, the staff must have undergone the appropriate training or the university must provide staff training with its own resources.

of an assistant professor:

- A) At least a master's degree;
  - B) Relevant professional experience in the field, which can be confirmed by the following signs:
    - Ba) At least 3 years of work experience in the relevant field (the content of practical activities can be specified based on the peculiarities of the program);
    - Bb) Publication of relevant experience (published during the last 5 years) or at least 1 year of work experience of pedagogical activity in a higher education institution.
6. The University is authorized to determine additional qualification requirements in the competition application, taking into account the specifics of a specific program / subject. When determining additional requirements, attention is paid to the following characteristics:
- A) practical experience in the relevant field;
  - B) participation in scientific conferences / seminars;
  - C) scientific scholarships and grants;
  - D) participation in professional development activities;
  - E) articles published in a peer-reviewed journal;
  - F) management of master's theses;
  - G) completed research projects;
  - H) editing;
  - I) published monographs and textbooks;
  - J) raising the qualification;
  - K) knowledge of a foreign language (specified according to the specifics of the program);
  - L) Special training, which envisages passing special courses corresponding to the specifics of the field.

#### Article 5. Rules for Holding an Academic Position

1. An academic position may be held only in an open competition, which must comply with the principles of transparency, equality and fair competition. The date and conditions of the competition shall be published not less than 1 month before the receipt of the documents.
2. The selection of contestants for academic positions is based on the study of the submitted documents and the demonstration lecture.
3. Assistant, Assistant Professor on academic position is elected for a term of 4 years, Associate Professor - for a term of not less than 4 years, and Professor - for a term of 5 years.

#### Article 6. Documentation and evaluation submitted by the contestant

1. In case of holding an academic position, the contestant must submit the following documents:
  - A) Application for participation in the competition with an indication of the relevant field and academic position. The application is filled by the contestant for only one position / one field.
  - B) Autobiography (CV) (in electronic and / or printed form), in the format of a resume developed by the University.
  - C) A copy of the identity document;
  - D) Copies of the educational document / documents certifying the qualification (in case of education received abroad, a document certifying the recognition of education);
  - E) Copies of documents proving pedagogical experience;
  - F) Adequate scientific papers of the competition position / field, or their copies (published during the last 5 years);



- G) Relevant syllabi (printed and electronic version);
  - H) A copy<sup>2</sup> of the certificate confirming the fact of passing the training in the methodology of medical education (in case of a competition announced for the educational program of the graduated doctor);
  - I) A certificate from the workplace, which confirms the clinical experience (in the case of a competition announced for the educational program of a graduated doctor);
  - J) Certificate of relevant specialty in case of clinical disciplines;
  - K) In case of determining additional requirements, the competition application shall specify the additional documents / conditions to be submitted.
2. In case of holding a position on a professional basis, the contestant must submit a certificate of professional experience in addition to the documents specified in sub-paragraphs “a” - “d”, “g” (sub-paragraph “g” of this article, applicable only in the case of an associate professor's academic position).

#### Article 7. Rules and conditions of the competition

1. Based on the nomination of the Dean of the relevant faculty and the decision of the Faculty Board, the competition is announced by the Rector of the University in order to renew the staff of the academic staff, develop a new educational program and / or fill the vacancy.
2. The deadline for receiving the documents of the persons wishing to participate in the competition and the list of submitted documents shall be determined by the competition application. The published application must contain information on the stages of the competition and the dates of publication of the competition results and the deadlines for submitting the appeal.
3. The act on announcing a competition becomes publicly available. The act of announcing the competition will be posted on the university's website.
4. Based on the nomination of the Dean of the relevant faculty, a competition commission shall be established by a legal act of the Rector, which evaluates the demonstration lecture conducted by the contestant and, if necessary, conducts an additional interview.
5. The competition commission includes:
  - A) the head of the program;
  - B) at least one specialist in the field;
  - C) an employee of the Human Resources Management Service.The commission may, if necessary, be the dean of the relevant faculty or another invited person.
6. A member of the Competition Commission may not be a candidate participating in the same competition or a person with a conflict of interest in accordance with the current legislation of Georgia.
7. The competition is organized by the Human Resources Management Service of the University, and the organizational support related to the activities of the Competition Commission is provided by the Secretary of the Competition Commission, who can also be a member of the Commission.
8. The case management service shall register the applications of the persons wishing to participate in the competition announced for the academic position and register them within the timeframe specified in the competition announcement.

#### Article 8. Evaluation of contestants

1. The evaluation of the contestants shall be carried out by the Competition Commission in accordance with the current legislation of Georgia, this Rule and the conditions specified in the competition announcement.

---

<sup>2</sup> This certificate is required to be submitted from 2021, in the absence of a certificate, the university will provide staff training with its own resources.

2. The competition is held in two stages. At the first stage, the Human Resources Management Service, on the instructions of the Competition Commission, inspects the compliance of the documents submitted by the contestants with the requirements established by the competition application and submits them to the Commission. Candidates whose documents will be in full compliance with the established requirements will be considered for the second stage. The decision taken by the Commission shall be reflected in the minutes, which shall be signed by the members of the Commission.

3. In the second stage of the competition, the contestant gives a demonstration lecture. In case of a competition for the implementation of the English language program and the foreign language component of the Georgian language program, the demonstration lecture will be held in English<sup>3</sup>. The evaluation of the demonstration lecture is carried out in accordance with the form approved by Annex №1 to this Rule. The evaluation of the contestant is carried out by each member of the commission separately, the final evaluation of the contestant is calculated by the average arithmetic. The minimum competency threshold that competitors are required to overcome is 70% of the maximum scores.

The winner will be the candidate who receives the highest score. If two or more contestants score an equal score, the Commission shall conduct an additional interview, the evaluation criteria of which shall be determined in accordance with the form approved in Annex №2 to this Rule.

4. The results of the competition shall be reflected in the Minutes of the Commission and shall be submitted by the Human Resources Management Service to the Rector of the University for the purpose of issuing the relevant legal act. The Rector shall issue a legal act after the expiration of the time limit for appealing the results of the competition.

#### Article 9. Review of Complaint

1. The contestant participating in the academic competition is entitled to appeal the decision of the competition commission to the University within three working days after its publication on the University website.

2. In case of an appeal, an appeal commission shall be established by the order of the Rector upon the recommendation of the Dean of the relevant faculty.

3. The members of the competition commission are not included in the composition of the appellate commission. A member of the Appeals Commission may be a specialist in the field, academic or invited staff.

4. No later than 5 (five) working days after the approval of the composition of the Appeals Commission, the Commission shall consider the appeal. The consideration of the issue may also be attended by the contestant who has appealed the results of the competition commission and enjoys the following rights:

- A) make a reasoned decision of the tender commission;
- B) attend the discussion of the issue and enjoy the right of defense;
- C) provide the Appeals Commission with the information and evidence in its possession;
- D) Participate in the discussion of the issue.

5. The Appeals Commission is authorized to request the tender materials, to examine the documents, to hear the explanation of the interested party and to make one of the following decisions no later than 10 (ten) working days after the appeal:

- A) uphold the decision of the competition commission;
- B) return the materials to the tender commission for reconsideration.

6. A decision shall be drawn up on the decision of the Appeals Commission, which shall be signed by the

---

<sup>3</sup> The members of the commission must be fluent in English.

members of the Appeals Commission.

7. No later than 2 (two) working days after the publication of the final results of the appealed competition, on the basis of the submission of the Head of the Human Resources Management Service, a legal act on the appointment of the person / persons to the relevant academic position shall be issued.

8. The bidder is entitled to appeal the decision of the tender commission and / or the appellate commission in court in accordance with the rules established by the legislation of Georgia.

### Chapter III. Rules for selecting invited staff

#### Article 10. Requirements for Invited Staff

1. The invited lecturer is a person with relevant education / qualification or competence, who has at least a master's degree or an equivalent academic degree and possesses the relevant knowledge and skills to lead the course. The invited lecturer is authorized to conduct lecture, practical and laboratory work without holding an academic position.

2. Additional requirements for the staff invited within the framework of clinical disciplines are:

A) A specialist invited to clinical disciplines must have at least 5 years of clinical experience;

B) A person must undergo training in the methodology of medical education once every two years<sup>4</sup>, which must be confirmed by the relevant certificate.

#### Article 11. Selection of invited staff

1. The Dean of the relevant faculty together with the head of the educational program makes a decision to increase the number of invited staff; The selection of the invited lecturer is carried out in two ways: a) the head of the relevant educational program together with the dean ensures the search for the appropriate candidate who meets the requirements set out in Article 10 or b) the competition is announced. In case the candidate cannot be selected in accordance with the rule established by sub-paragraph "a" of this paragraph, the competition shall be announced.

2. A candidate who has 2 or more years of pedagogical experience shall be interviewed by the Program Manager, the Dean, the Human Resources Management Service employee and shall be assessed in accordance with the form set out in Annex №2 to this Rule. The commission is authorized to make a decision on holding a demonstration lecture after the interview. A candidate who does not have or has less than 2 years of pedagogical experience gives a demonstration lecture before the commission, the composition of which is determined by the legal act of the Rector upon the recommendation of the Dean of the relevant faculty. Candidate evaluation is carried out in accordance with the form established in Annex №1 to this Rule. In the case of English-language educational programs, the candidate is required to give a demonstration lecture in English a commission<sup>5</sup> set up by order of the Rector, regardless of his or her pedagogical experience.

3. In case of announcing a competition, the competition conditions, submitted documents and stages shall be determined by the legal act of the Rector. Candidate evaluation is carried out in accordance with the

---

<sup>4</sup> In accordance with the sectoral characteristics of higher education in medicine, this requirement is effective from January 1, 2019. After January 1, 2021, the selected staff must have undergone appropriate training or the university must provide staff training with its own resources.

<sup>5</sup> The members of the commission are fluent in English.



rule established by paragraph 2 of this article.

4. The evaluation of the demonstration lecture is carried out by each member of the commission separately, the final evaluation of the contestant is calculated by the arithmetic mean. The minimum competency threshold that competitors are required to overcome is 70% of the maximum scores. The winner will be the candidate who receives the highest score. If two or more contestants score equal points, an additional interview will be held.

5. Invited staff is required to submit the following documents to the University:

A) Autobiography (CV) (in electronic and / or printed form), in the format of a resume developed by the University.

B) A copy of the identity document;

C) Copies of the educational document / documents certifying the qualification (in case of education received abroad, a document certifying the recognition of education); Copies of documents proving pedagogical experience;

D) A certificate from the workplace, which confirms the clinical experience (in the case of the educational program of the graduated physician);

E) Certificate of relevant specialty in case of clinical disciplines.

6. An employment contract is concluded with the invited personnel selected in compliance with the requirements established by this rule for a period of not more than 2 years. After the expiration of the term specified in the agreement, an act on the extension of the employment relationship may be concluded on the basis of an agreement between the parties.

7. Academic staff of the University with whom the employment relationship has been terminated may be appointed to the position of invited lecturer by the agreement of the parties no later than 3 (three) months after the termination of the contract without going through the selection procedures defined by this rule.

8. When selecting a foreign language specialist for the position of invited lecturer, the interview / demonstration lecture with the candidate will be conducted in two languages (Georgian and the foreign language within which the lecturer is selected). The commission must include a relevant foreign language specialist who will assess the candidate's level of foreign language proficiency, and the rest of the commission members will speak Georgian to assess other skills important for the lecture.

9. The composition of the commission provided for in paragraph 8 of this Article shall be approved by a legal act of the Rector on the basis of the official card of the Dean of the relevant faculty.

## Chapter IV. Rules for selecting administrative / support staff

### Article 12. Requirements for administrative / support staff

The university has developed job descriptions of the administrative / support staff (hereinafter - the staff) and the qualification requirements set for them. The university has both administrative and support staff. support staff includes staff whose functions are not directly related to the main activities of the university.

### Article 13. Selection of administrative / support staff

1. Several methods are used to select staff:

A) Rotation;

B) Selection of staff on recommendation;

C) Announcing a competition.

2. Selection of staff is preceded by a quarterly review of the staff list of the administrative staff of the University and, if necessary, changes in it and / or initiation of personnel changes by the administrative / support staff by the structural units. The need to select staff can also be caused by the existence of a vacancy. Personnel selection is carried out using one of the methods specified in paragraph 1 of this article, which is agreed upon by the Human Resources Management Service with the Rector of the University.

3. The candidate must meet the qualification requirements set by the university for a particular position. After examining the CV submitted by the candidate, the Human Resources Management Service determines the compliance of the candidate's knowledge and skills with the qualification requirements. After determining the compliance, the Human Resources Management Service organizes the interview process.

4. Selection of staff (non-managerial position) is provided by the group with the following composition :

A) The head / dean of the structural unit in whose service the staff is being recruited;

B) An employee of the Human Resources Management Service;

C) Curator Vice-Rector (if any) or Rector.

5. The selection of the head / dean of the structural unit, including the head of the center / institute at the faculty, is ensured by the following composition of the group:

A) Rector;

B) Curator Vice-Rector (if any);

C) Head of the Human Resources Management Service.

When selecting the head of the center / institute, the dean of the relevant faculty is added to the group.

6. In case of selection of the Vice-Rector, the interview shall be conducted with the participation of the Rector and the Head of the Human Resources Management Service, and the selection of the Rector and the interview with him shall be provided by the President of the Institution and the Head of the Human Resources Management Service. The Rector is obliged to submit a development plan of the University, and the Vice-Rector submits a relevant development plan in accordance with its curatorial direction.

7. If personnel are selected through a competition, the Human Resources Management Service shall provide information on the vacancy on the University website, as well as, if necessary, on the employment websites. The competition is announced by the order of the Rector, according to which the terms, stages, documents to be submitted and other additional conditions are determined.

8. In case of using any method specified in paragraph 1 of this Article, the interview with the staff (except for the persons referred to in paragraph 6 of this Article) shall be conducted in accordance with the form specified in Annex №3 to this Rule. If two or more contestants score equal points, an additional interview will be held.

9. A new employee of the University, in an administrative position, shall be accepted for a probationary period of not more than 6 months in order to determine his / her skills and abilities, as well as the person's compliance with the organization's culture and requirements. After the probationary period, a 1-year contract is concluded.

#### Article 14. Selection of Program Head/ Co-Head

1. Selecting a candidate for a program Head/ Co-Head is a multi-step process. In the first stage, the need for the head of the program is determined by the dean of the relevant faculty. At the next stage, the

Dean of the Faculty will apply to the Human Resources Management Service to organize the process of selecting a candidate for the head of the program. The Human Resources Management Service sends a job description to the e-mail of the academic staff implementing the relevant educational program in the form of an offer <sup>6</sup>in order to participate in the selection process.

2. Academic staff is required to submit an autobiography and a vision for the development of an educational program at the University. The information reflected in the autobiography of the academic staff must comply with the qualification requirements set for the head of the program. The submitted documents will be considered by the relevant faculty board and each candidate will be voted on separately. The candidate who receives the majority of votes will be considered elected. In case of equal distribution of votes, the vote of the Chairman of the Board is decisive. Based on the decision of the Faculty Board, the candidate selected for the head of the program will be nominated by the Rector of the University for appointment by the Dean. In case the selection of the program co-head could not be done, the search for a candidate is done through a recommendation or a competition.

## Chapter V. Selection of Scientific Staff

### Article 15. Requirements for Scientific Staff

1. Scientific-research institutes have been established at the faculties of the university. There are the following positions in research institutes: Chief Researcher, Senior Researcher and Researcher.
2. A person who has a doctoral or equivalent academic degree may be appointed as a Chief Research Fellow; Has at least 6 years of experience in scientific research and is an affiliated academic staff of the University.
3. A person who has an academic degree of Doctor or equivalent may be appointed as a Senior Research Fellow; Has at least 3 years of experience in scientific research and is an affiliated academic staff of the University.
4. A person who has at least a master's degree or an equivalent academic degree and is an affiliated academic staff of the University may be appointed as a research associate.
5. The selection of scientific staff is carried out through a closed competition, which is announced by the Rector of the University, based on the submission of the heads of the relevant research institutes. The terms, stages, additional requirements and evaluation criteria of the competition are determined by the Rector's Act, which will be posted on the University website.
6. The scientific staff is obliged to submit the following documents to the University:
  - A) Autobiography (CV) (in electronic and / or printed form) in the format of a resume developed by the University.
  - B) a copy of the identity document;
  - C) Copies of the educational document / documents certifying the qualification (document certifying the recognition of education in case of education received abroad); Copies of documentation confirming the implementation of research activities.
7. In case of dismissal of the academic staff, the academic position of the University or termination of the affiliation agreement with the University, the agreement concluded for the scientific position between the parties is automatically terminated.

---

<sup>6</sup> In the case of a supervisor, offers can be sent to both academic and visiting staff. In the case of the program manager, an offer is sent only to the academic staff.

Chapter VI  
Transitional Provisions

Invited staff who have been in employment with a European University prior to the entry into force of this Rule and who meet the requirements laid down in this Rule shall not have to re-enter the selection procedures laid down in this Rule.

*Appendix №1 Lecture Evaluation Form*

**Evaluation form of the demonstration lecture**

**Interview date:**

**Position  
Name:**

Please use this form as a guide to assess the applicant's compliance with the qualification position. Determine the relevance of the relevant numerical value to the applicant's qualification level and indicate the appropriate comment in the appropriate field.

N	Name, Surname	Knowledge of the subject of the	Concise / consistent narration	Clearly talk	Contact with the audience	Interactive communication	Literature used within the training course	Teaching methods used during the lecture	Ability to answer questions	<b>Total points / average</b>	Comments *
1											

\* Each criterion is graded on a 3-point scale, with 3 maximum and 1 minimum grade (3 - good; 2 - satisfactory; 1 - bad). Each score must be accompanied by a brief explanation / description.

Member of the Commission	Name, Surname	Signature



*Appendix №2 Interview Evaluation Form*

**Interview evaluation form**

Date of interview		Name the position	

Name, Surname	Ability to communicate orally	Persuasiveness of answers	Career goals / motivation	Analytical thinking skills	Knowledge of the specifics of the field	Foreign language <sup>7</sup>	General impression	The sum of the points	Comment
Candidate									

Each criterion is graded on a 3-point scale with 3 maximum and 1 minimum score (3 - good, 2 - satisfactory, 1 - bad). Each score must be accompanied by a brief explanation / description. The candidate

<sup>7</sup> Knowledge of the language (s) provided for in the qualification requirements.

must score 70% of the maximum score. Points are calculated by the arithmetic mean of the scores written by the evaluators.

*Appendix №3 Form for Evaluating Administrative Staff Interviews*

**Interview evaluation form**

Date of interview		Name the position	
-------------------	--	-------------------	--

Name, Surname	Ability to communicate orally	Persuasiveness of answers	Career goals / motivation	Analytical thinking skills	Knowledge of legal acts defined by the qualification requirements	Foreign language <sup>8</sup>	General impression	The sum of the points	Comment
Candidate									

<sup>8</sup> Knowledge of the language (s) provided for in the qualification requirements.

Each criterion is graded on a 3-point scale with 3 maximum and 1 minimum score (3 - good, 2 - satisfactory, 1 - bad. Each score must be accompanied by a brief explanation / description. The candidate must score 70% of the maximum score. Points are calculated by the arithmetic mean of the scores written by the evaluators.

