

**Circular letter no 1/2020
of 23 October 2020
of the Rector of the Medical University of Lodz**

on the Open, Transparent and Merit-Based Recruitment (OTM-R) Policy at the Medical University of Lodz

The modern, efficiently managed university, which is the Medical University of Lodz, aims to increase the value of its intellectual capital, including above all human capital. Our goal is to constantly improve competences of our employees and employ the best candidates with adequate qualifications. The open, transparent and merit-based recruitment procedure is a key element of the University's employment policy.

The University's activities focus on creating equal opportunities in employment, providing equal access to information and increasing international mobility among employees.

In the recruitment process, all candidates are treated equally and the decision regarding their employment is made on the base of their competences and his/her motivation to take up employment.

Goals of the OTMR Policy:

- 1) standardizing the recruitment process,
- 2) minimizing bureaucracy for the candidate,
- 3) developing a guide for new employees,
- 4) preparing key recruitment documents in two language versions - Polish and English,
- 5) optimizing the www.kariera.umed.pl website,
- 6) organising trainings for employees involved in recruitment processes,
- 7) exchange of good practices through participation in national and international workshops, trainings and information days.

We implement the above goals in the following stages:

Stage 1: JOB ANNOUNCEMENT AND APPLICATION

Candidates for a particular job are provided with full information on:

- the University,
- the name and identification of tasks at the workplace,
- the day of commencement of the work,
- the career profile of a scientist including requirements and desired competences,
- selection criteria, including knowledge and professional experience,
- conditions and the place of performing the work,
- their rights and career prospects,
- application procedures.

Members of the selection committee should have a variety of professional experience and qualifications, depending on the specificity of the unit as well as represent different industries (scientific areas).

While establishing the composition of the selection committee, a gender balance should be considered.

Stage 2: EVALUATION AND CHOICE OF THE BEST OFFER

The selection of the best candidate is based on the evaluation of the candidate's Curriculum Vitae (CV) and the job interview. Career breaks or presentation of the information not in the chronological order are not considered negative. They are seen as a career evolution - a potential contribution to the professional development of researchers who follow a non-standard career path. The level of required qualifications should be adequate for the position, and the candidate should not be required to have qualities or qualifications which are irrelevant to their job responsibilities.

Stage 3: HIRING THE APPLICANT

The selected candidate should be provided with clear and transparent terms and conditions of work and pay, informed about their rights, duties and all employment privileges. On the first day of work, each newly hired employee participates in trainings and receives a handbook covering the most important information about the University, including, among others, principles of good practice in scientific research and publishing.

1. Preparing the job description
2. Establishing a selection committee
3. Announcement of the job
4. Preliminary verification of applications
5. Final verification – a job interview with the applicant
6. Drawing up a job competition protocol
7. Announcement of job competition results
8. Making a decision on hiring the applicant

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