

# Policy for Open, Transparent and Merit based Recruitment (OTM-R) Institute of Soil Science and Plant Cultivation

## I. General information

The Institute of Soil Science and Plant Cultivation – State Research Institute (IUNG) implements a recruitment policy that adheres to Constitutional principles<sup>1</sup> and Polish Law and provides Researchers with “Open, transparent and internationally comparable selection and recruitment procedures”, in line with the spirit and letter of the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*. Open, transparent and merit-based recruitment (OTM-R) is a crucial component of the Human Resources Strategy for Researchers (HRS4R). OTM-R ensures that the best person for the job is recruited, guarantees equal opportunities and access for all, facilitates developing an international portfolio (cooperation, competition, mobility) and makes research careers more attractive.

One of the main goals for the Institute in the next years is to improve recruitment procedures continuously - to attract more foreign researchers to work in the Institute. Regular procedures and practices that have been applied were in line with Polish law, but it still seems to be not enough ‘open’ and ‘transparent’ for foreign candidates. Therefore, the Institute will emphasise making it better according to HRS4R Strategy and the attached action plan.

## II. OTM-R

Following procedures describing three phases at the points a), b) and c) apply to research staff in terms of R1-R4<sup>2</sup> candidate for a research position (research assistant, post-doctoral researcher, assistant professor, professor and visiting professor) who has an employment contract.

### a) Advertising and application

The recruitment process in IUNG starts, after request a Head of Department, from advertisement and establishment of The Selection Board according to internal regulations “*Director of IUNG ordinance concerning the Selecting Board appointment*”. It specifies, in particular, number of members, voting rules, job interviews procedure, candidates assessment methods. Key regulation concerning researchers and research specialists recruitment is Research Institute Act<sup>3</sup> (Chapter 9 – staff of the institute, Art. 39-66). This act includes information about minimum requirements for research staff. Additional document based on the above act is “*Director of IUNG ordinance concerning the Selecting Board appointment*”<sup>4</sup>.

The IUNG HR manager is responsible for research vacancies advertisement in terms of content and OTM-R template compliance. All announcements are published on IUNG official website – <http://www.iung.pulawy.pl>, in the Polish and the English language version, on Euraxess and Ministry

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<sup>1</sup> The Constitution of the Republic of Poland -2nd April, 1997, as published in Dziennik Ustaw No. 78, item 483. <http://www.sejm.gov.pl/prawo/konst/angielski/kon1.htm>

<sup>2</sup> Research profiles descriptors, <https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

<sup>3</sup>Research Institute Act - Ustawa o Instytutach Badawczych – tekst jednolity z dn. 26 maja 2017, Dz. U. z 2017 r. item. 1158, 1452, 2201.

<http://prawo.sejm.gov.pl/isap.nsf/download.xsp/WDU20170001158/U/D20171158Lj.pdf>

<sup>4</sup>

[http://biper.iung.pulawy.pl/intra/images/pdf/zarz/Zarz%C4%85dzenie\\_%20zasady%20i%20tryb%20przeprowadzania%20konkurs%C3%B3w.pdf](http://biper.iung.pulawy.pl/intra/images/pdf/zarz/Zarz%C4%85dzenie_%20zasady%20i%20tryb%20przeprowadzania%20konkurs%C3%B3w.pdf)

of Science and Higher Education website - Public Information Bulletin<sup>5</sup>. All candidates has the opportunity to send their application by email. Original documents are not needed on this step of the recruitment process.

All applications are stored by the HR manager in line with the principle of confidentiality.

## b) Selection and evaluation

Preliminary selection of candidates is realised by The Selection Board to bring out applications meeting the advertised requirements. The Selection Board selects researchers who achieve the best scores after the internal assessment process according to “*Director of IUNG ordinance concerning the Selecting Board appointment*” annex (templates for respective research jobs regarding research profile descriptors R1-R4 and the Polish law). These candidates are invited on a job interview to IUNG or, if they prefer (e.g. foreigners), they can organise a teleconference with the Selecting Board. All candidates get feedback from the Selection Board: 1) if they did not meet formal requirements – what was missing, 2) if they met requirements - about their score in recruitment procedure and which skills need to be improved.

## c) Appointment

Selected candidates for the scientific positions in accordance with polish law needs approval of the IUNG Scientific Board before signing the job agreement (Research Institute Act<sup>3</sup> - Art 29.2 – 12). Then, the chosen candidate can be requested to provide documents proving his/her scientific achievements and sign an employment contract. In the case of refusing employment proposal by a selected candidate, The Selecting Board can ask the next candidate who obtained the best results in the competition (second score). Key regulation concerning the researchers and the research specialists recruitment in Poland is the Research Institute Act<sup>3</sup> (Chapter 9 – staff of the institute, Art. 39-66).

## III. Doctoral studies

PhD student recruitment is complemented by obligatory admission to the four years doctoral programme (oral exam). PhD student is a candidate for R1<sup>2</sup> who does not have an employment contract but holds a fellowship.

The Institute offers a PhD studies programme with Polish as lecturing language, but it is open for foreigners with (minimum) communicative knowledge. Doctoral studies policy for IUNG is governed by polish law<sup>6</sup> and consequent internal regulations<sup>7</sup>.

### **New recruitments are conducted from 2019 only by the Doctoral School.**

A doctoral school is a new form of doctoral training introduced to the higher education system from 1 October 2019 under *the Act - Law on Higher Education and Science* (Journal of Laws of 2018, item 1668, as amended), the so-called Act 2.0.

Doctoral School of Quantitative and Natural Studies is run by Maria Curie-Skłodowska University in Lublin (UMCS) from 2019, which is the leader, as well as Bohdan Dobrzański Institute of

<sup>5</sup> <http://www.bip.nauka.gov.pl/nabor-kandydatow-do-jednostek-podleglych-pan-oraz-instytutow-badawczych/>

<sup>6</sup> Rozporządzenia Ministra Nauki i Szkolnictwa Wyższego z dnia 12 grudnia 2013 r. w sprawie studiów doktoranckich oraz stypendiów doktoranckich (Dz. U. 2013, poz.1581)

<sup>7</sup> Regulamin dziennych studiów doktoranckich prowadzonych w IUNG-PIB  
[http://iung.pl/SD/images/Regulamin%20Studiow%20Doktoranckich\\_2014.pdf](http://iung.pl/SD/images/Regulamin%20Studiow%20Doktoranckich_2014.pdf)

Agrophysics of the Polish Academy of Sciences in Lublin (IA PAN) and the Institute of Soil Science and Plant Cultivation - State Research Institute in Puławy (IUNG-PIB), which are partners in running the PhD school. Doctoral School provides education in 6 academic disciplines: mathematics, biological sciences, chemical sciences, physical sciences, earth and environmental sciences, agriculture and horticulture. The disciplines of mathematics, biological sciences, chemical sciences, physical sciences, earth and environmental sciences are headed by Maria Curie-Skłodowska University in Lublin. IA PAN and IUNG-PIB head disciplines of **agriculture** and **horticulture**.

More information: <https://www.umcs.pl/en/disciplines,21209.htm>

#### IV. Contact

- New vacancies for researchers & advertisement: HR manager – dr Bożena Wielgo, [kadry@iung.pulawy.pl](mailto:kadry@iung.pulawy.pl)
- Head of PhD studies: dr hab. Beata Feledyn-Szewczyk – prof. IUNG-PIB, [bszewczyk@iung.pulawy.pl](mailto:bszewczyk@iung.pulawy.pl)
- OTM-R procedures: HRS4R coordinator - dr Monika Kowalik – [mkowalik@iung.pulawy.pl](mailto:mkowalik@iung.pulawy.pl)

**Approved with Director of IUNG-PIB – prof. Wiesław Oleszek 27th March 2018**

*Updated 21.09.2021*

**REGULATIONS DEFINING THE RULES AND PROCEDURES OF  
COMPETITIONS FOR SCIENTIFIC POSITIONS IN THE INSTITUTE OF SOIL  
SCIENCE AND PLANT CULTIVATION - STATE RESEARCH INSTITUTE**

**CHAPTER I  
General provisions**

**§ 1**

1. The legal basis for the Regulations defining the rules and procedures for conducting competitions for scientific positions in the Institute of Soil Science and Plant Cultivation - State Research Institute - hereinafter referred to as the Institute - is the following:
  - 1) Act of 30 April 2010 on research institutes (Journal of Laws of 2017, item 1158, as amended);
  - 2) Statutes of the Institute;
  - 3) The Regulations of the Scientific Council of the Institute.
2. The provisions of these Regulations shall apply to applicants for scientific positions at the Institute.

**§ 2**

1. Subject to section 3, a researcher may be a person employed in a position of:
  - 1) full professor;
  - 2) associate professor;
  - 3) visiting professor;
  - 4) adjunct;
  - 5) assistant;
2. A researcher may be a person who meets the requirements specified in the Act.
3. research institutes and their implementing acts, and internal normative acts in force at the Institute.
4. An employment relationship for indefinite duration in the position of full professor or associate professor with a research employee holding the academic title of professor may be entered into by appointment. The appointment shall be made by the Director of the Institute.
5. The person holding the function of Director shall be appointed by the Minister of Agriculture and Rural Development.

**§ 3**

1. The primary responsibility of a research employee shall be to achieve the objectives and tasks of the Institute, in particular to conduct research activities.
2. A research employee shall perform the statutory tasks of the Institute through:
  - 1) creative scientific activity based on solving scientific problems;

- 2) introduction of results of scientific research or development works into practice;
  - 3) dissemination of scientific achievements, including through publications and active participation in the scientific life;
  - 4) training of researchers;
  - 5) participation in the Institute's organisational work related to the conducted scientific research or development work, as well as teaching and statutory activities;
3. The provisions of section 2.4 shall not apply to staff employed as an assistant.

#### § 4

1. The recruitment of a researcher at the Institute shall be preceded by a competition.
2. The rules and procedure for conducting a competition are laid down in these Regulations.

### CHAPTER II

#### Rules and procedure for the competition for scientific posts

#### § 5

1. The initiation of proceedings for the recruitment of a researcher takes place at the initiative of the Director or at the request of the head of the Department/Department/Project.
2. The Director of the Institute, by way of an internal regulation, appoints a competition committee for the employment of research workers - hereinafter referred to as the "Commission" in the composition of 5 persons, simultaneously indicating its Chairperson.
3. A new Commission is appointed for each announced competition.

#### § 6

1. The Commission shall be composed of
  - 1) The Director or Deputy Director;
  - 2) head of the Department/ Department / Project applying for employment;
  - 3) other persons indicated by the Director.
2. The Committee selects a Secretary from among its members and performs its activities in accordance with the principles set out in Annex 1 to this Regulation.
3. The composition of the Commission shall take account of the principle of gender balance.

### ROZDZIAŁ III

#### Announcement of the competition

#### § 7

1. The competition for scientific posts shall be published by the Director of the Institute by means of an internal regulation.
2. The competition for scientific posts shall be divided into five stages:

- 1) announcements and applications;
  - 2) evaluation and selection of candidates;
  - 3) recommendations of the candidate by the Commission;
  - 4) the Director's decision to enter into an employment relationship with the candidate, after obtaining the opinion of the Scientific Council;
  - 5) information for candidates on the results of the competition proceedings.
3. The competition notice shall contain in particular
- 1) the name of the recruitment unit and contact details of the person responsible for conducting the competition proceedings;
  - 2) the name of the Institute's organisational unit;
  - 3) the name and description of the scientific position, including the European Classification of the career stages of researchers (*European framework for research careers: "Towards a European Framework for Research Careers" (2011), the European Commission - Directorate General for Research & Innovation*).
  - 4) the date on which the employment relationship will be entered into;
  - 5) required documents:
    - a) curriculum vitae;
    - b) letter of motivation;
    - c) a statement of consent to the processing of personal data by the Institute for the purposes of the competition procedure;
    - d) a copy of the diploma of graduation from higher education, a copy of the documents confirming the degree/degree obtained;
    - e) other documents listed in the notice, necessary to employ an employee in the position to which the competition applies (in particular: list of publications, information on the implementation of research projects and participation in the training of scientific staff);
  - 6) place and form of submission of documents;
  - 7) the deadline for submission of documents, however, not shorter than 2 months from the date of the announcement of the competition;
  - 8) the deadline for announcing the results of the competition;
  - 9) information on working conditions and remuneration in a scientific position;
  - 10) information on professional/scientific development prospects;
  - 11) information about the OTM-R policy in force in the IUNG-PIB and the anti-discrimination policy;
4. The competition notice shall be posted:
- 1) on the Institute's notice board and the Institute's website;
  - 2) on the website of the minister in charge of science in the Public Information Bulletin;
  - 3) on the European Commission's website on the European mobile researchers' portal for the publication of EURAXESS researchers' job offers;
5. Competition announcements are published in Polish and English.

**CHAPTER IV**  
**Competition procedure**

**§ 8**

1. The candidate submits documents in accordance with the notice.
2. The Commission formally verifies the documents submitted.
3. The Commission, in particularly justified cases, may request the candidate to present additional documents confirming qualifications and academic achievements other than those indicated in § 7.3.5, under pain of inadmissibility to participate in the competition procedure.
4. The Commission evaluates and selects candidates who satisfy the formal requirements for the competition in accordance with the guidelines laid down in Annex 1 to these Rules of Procedure.
5. The Committee, after carrying out the activities specified in § 8.4, invites candidates for an interview during which it verifies their qualifications and their preparation for employment in a scientific position.
6. The Commission, on the basis of the results of the scoring included in Annex 1, recommends a candidate to be employed in a scientific position.
7. Minutes of Commission meetings shall be taken in accordance with the guidelines laid down in Annex 2 to these Rules of Procedure. The minutes shall be signed by the Chairperson and the members of the Commission.

**§ 9**

1. The Chairperson of the Commission shall submit the minutes of the competition to the Director of the Institute.
2. The Scientific Council, at the request of the Director of the Institute, shall give its opinion on the qualifications of the candidate for the scientific position.
3. The Director of the Institute shall take a decision on the recruitment of the candidate after consulting the Scientific Council.
4. If a competition is not resolved, a new competition for a given scientific position shall be announced in accordance with the rules and procedure laid down in these Regulations.
5. The results of the competition shall be made known to the candidates. Along with the notification, candidates shall be informed in writing of the results of the competition by the Director about the reasons for not employing them, in accordance with the guidelines laid down in Annex 3 to these Regulations.

## **ROZDZIAŁ IV**

### **Final provisions**

#### **§ 10**

In case of lack of recommendation for employment in a scientific position, persons applying for employment in a scientific position have the right to lodge a written appeal to the Director of the Institute within 14 days from the date of publication of the results of the competition. The appeal may be submitted by e-mail.

#### **§ 11**

The provisions of these Regulations shall not apply to researchers who have terminated their employment relationship in connection with the acquisition of pension rights in the event of continuation of employment in accordance with the provisions in force in this respect.

#### **§ 12**

The Regulations shall enter into force on the day of the adoption by the Scientific Council of a resolution on its positive opinion.

Appendices:

- 1) Principles for the evaluation and selection of candidates for scientific posts;
- 2) Minutes of the Competition Commission meetings;
- 3) Information on the results of the competition for the scientific position.



Appendix 1 to the Regulation  
defining  
the rules and procedures for carrying  
out competitions for scientific  
positions in the IUNG-PIB

## **Rules for the evaluation and selection of candidates for scientific posts at the IUNG- PIB**

### **§1**

1. The evaluation of candidates for scientific positions carried out by the Competition Commission appointed by the Director of the Institute takes place in two stages:
  - 1) evaluation and selection of candidates (according to the specified models in Annexes 1.1-1.6);
  - 2) an interview.
2. For each candidate for the scientific position set out in the competition notice, the Commission shall draw up an evaluation sheet (in accordance with the models set out in Annexes 1.1 to 1.6).

### **§2**

1. The evaluation and selection of candidates shall take place at the first meeting of the Commission, during which the members of the Commission shall examine the documents submitted by each candidate and formally assess their merits.
2. The formal assessment of a candidate will be based on the Commission's completion of part I of the evaluation sheet and the award of points for each evaluation criterion.
3. The interview shall take place at the second meeting of the Commission during which the members of the Commission shall assess the suitability of the candidate for employment in a specific scientific position. Members of the Commission award each candidate points on a scale from 1 to 5 on an individual ballot paper (model card - Annex 1.6).
4. The secretary of the Board shall sum up the points awarded to the candidate from the interview and enter them in part II of the evaluation sheet.

### **§3**

1. The Secretary of the Commission sums up the points from both parts of the card (I + II) and writes the result obtained in point III of the card. This score is a total score for each candidate.
2. Where several candidates are evaluated, the Secretary of the Commission shall draw up a ranking list of them according to the number of points obtained. If the two best candidates score the same number of points, an additional vote by the Commission shall be held.
3. The Commission shall, on the basis of the ranking list, recommend a candidate for a scientific position.

#### Appendices:

- 1.1 Evaluation card of the candidate for the position of full professor
- 1.2 Evaluation form for the candidate for the position of associate professor.
- 1.3 Evaluation card for the candidate for the position of visiting professor.
- 1.4 Evaluation card for the candidate for the position of Assistant Professor.
- 1.5 Evaluation card for the candidate for the position of assistant.
- 1.6 Voting card.

**Evaluation sheet of the candidate for the position of full professor**

Mr/Ms. ....

**I. Evaluation of scientific achievements (according to the candidate's documents)**

Evaluation criteria	Score (points)
1. Publication score (points acc. to MNiSW): - 450- 550 - 551- 650 - > 650	1 2 3
2. Training of junior staff: - as a promoter - as a reviewer of doctoral theses, habilitation proceedings, and proceedings for the award of the title of professor	2 <sup>x</sup> 1 <sup>x</sup>
Total score (1- 3)	....

**II. Score of the candidate from the interview (on the scale 1-5 points) ... xx**

**III. Final score (I + II)**

*x- for each function and review;*

*xx – total score from all members of Competition Commission*

**Evaluation sheet of the candidate for the position of associate professor**

Mr/Ms. ....

**I. Evaluation of scientific achievements (according to the candidate's documents)**

Evaluation criteria	Score (points)
1. The academic degree of doctor habilitated or the title of professor: - has a Ph.D. degree - has a degree of doctor habilitated - has the academic title of professor	3 4 5
2. Publication score (points acc. to MNiSW): - 300- 400 - 401- 500 - > 500	1 2 3
3. Research projects (NCN, NCRD, etc.), patents, and implementations: - project management - contractor in 1 project - contractor in 2 or more projects - obtaining a patent, utility model, or documented implementation	2 <sup>x</sup> 1 2 1
4. Participation in the training of staff and in scientific life: - promoter function - auxiliary promoter or co-promoter function - scientific cooperation with foreign countries - foreign internships - national traineeships - participation (with paper) in foreign scientific conferences - participation (with paper) in national scientific conferences - reviews of doctoral theses and habilitation proceedings - organization of conferences and scientific workshops	2 <sup>x</sup> 1 <sup>x</sup> 1 1 1 1 1 1 <sup>x</sup> 1
Total score (1- 4)	....

**II. Score of the candidate from the interview (on the scale 1-5 points) ... xx**

**III. Final score (I + II)**

*x- for each function and review;*

*xx – total score from all members of Competition Commission*

## Evaluation sheet of the candidate for the position of visiting professor

Mr/Ms. ....

### I. Evaluation of scientific achievements (according to the candidate's documents)

Evaluation criteria	Score (points)
1. The academic degree of doctor habilitated or the title of professor: - has a Ph.D. degree - has a degree of doctor habilitated - has the academic title of professor	4 4 5
2. Publication score (points acc. to MNiSW): - 300- 400 - 401- 500 - > 500	1 2 3
3. Research projects and patents: - project management - contractor in 1 project - contractor in 2 or more projects - obtaining a patent or utility model	2 <sup>x</sup> 1 2 1
4. Participation in training of scientific staff: - promoter or co-promoter function - auxiliary promoter function - reviews of doctoral theses, habilitation proceedings, and proceedings for the award of the title of profesor	2 <sup>x</sup> 1 <sup>x</sup> 1 <sup>x</sup>
Total score (1- 4)	.....

### II. Score of the candidate from the interview (on the scale 1-5 points) ... xx

### III. Final score (I + II)

*x- for each function and review;*

*xx – total score from all members of Competition Commission*

**Evaluation sheet of the candidate for the position of adjunct**

Mr/Ms.....

**I. Evaluation of scientific achievements (according to the candidate's documents)**

Evaluation criteria	Score (points)
1. Ph.D. degree: - the candidate has the PhD degree	3 (5) <sup>x</sup>
2. Publication score (points acc. to MNiSW): - 100- 150 - 151- 200 - > 200	1 2 3
3. Research projects (NCN, NCRD, etc.), patents, and implementations: - developed and complex original project - project management - contractor in 1 project - contractor in 2 or more projects - obtaining a patent, utility model, or documented implementation	1 2 <sup>xx</sup> 1 2 1
4. Participation in scientific life: - auxiliary promoter or co-promoter function - scientific internships - participation in scientific conferences (with a lecture)	2 <sup>xx</sup> 1 1
Total score (1- 4)	....

**II. Score of the candidate from the interview (on the scale 1-5 points) ...**

xxx

**III. Final score (I + II)**

...

*x – in brackets points for having a doctor habilitated degree*

*x x- for each function and review;*

*x x x – total score from all members of Competition Commission*

**Evaluation sheet of the candidate for the position of assistant**  
Mr/Ms.....

**I. Evaluation of scientific achievements (according to the candidate's documents)**

Evaluation criteria	Score (points)
Master's degree: - the candidate has the master's degree	2
2. Postgraduate (completed) or doctoral (in progress) studies	1
3. Experience in research work: - at least 2 years	1
4. Publication score (points acc. to MNiSW): - < 25 - 25- 50 - > 50	1 2 3
5. Participation in research projects - contractor in 1 project - contractor in 2 or more projects	1 2
Total score (1- 4)	....

**II. Score of the candidate from the interview (on the scale 1-5 points) ..... x**

**III. Final score (I + II)**

*x- for each function and review;*

*xx – total score from all members of Competition Commission*

**Voting card**

of the members of the Selection Commission regarding the evaluation of Mr/Ms .....

as a candidate for a scientific position of .....

Number of points (on a scale of 1-5) awarded after the interview -..... points

Puławy, date: .....

Appendix 2 to the Regulation defining  
the rules and procedures for carrying  
out competitions for scientific  
positions in the IUNG-PIB

Puławy, date: .....

**Protocol**

**from the first meeting of the Competition Commission appointed by the Director of Soil Science and Plant Cultivation - State Research Institute in Puławy to carry out a competition procedure aimed at selecting a candidate to a scientific position of .....**

**The Commission consisting of the persons :**

- 1) .....- chairperson
- 2) .....
- 3) .....
- 4) .....
- 5) .....

1. gathered on the day of ..... 201... to examine the applications of the candidates for the scientific post of .....
2. selected a secretary from its members in the person of .....
3. received a number of documents for consideration ..... of candidates for the scientific posts:
  - 1) .....
  - 2) .....
  - 3) .....
4. found, after getting familiarized with the documents, that:
  - 1) the following applications meet the formal requirements:
    - a) .....
    - b) .....
    - c) .....
  - 2) the following applications do not meet the formal requirements (*indicate what documents are missing*):
    - a) .....
    - b) .....
    - c) .....



5. evaluated and selected candidates meeting the formal requirements of the competition in accordance with the guidelines set out in Appendix 1 to the Competition Regulations;
6. invited the following candidates to the second stage of the competition, i.e. the interview:
  - 1) .....
  - 2) .....
  - 3) .....
7. set the interview date at ..... time: .....

Signatures of the Commission members:

- 1) .....
- 2) .....
- 3) .....
- 4) .....
- 5) .....

Puławy, date: .....

**Protocol**

**from the second meeting of the Competition Committee appointed by the Director of the Institute of Soil Science and Plant Cultivation - State Research Institute in Puławy to carry out a competition procedure aimed at selecting a candidate for the position of .....**

The Commission consisting of the persons :

- 1) ..... - chairperson
- 2) .....- secretary
- 3) .....
- 4) .....
- 5) .....

gathered on the day ..... to interview the candidates and recommend a candidate for a scientific position.

- 1. The Commission has verified the eligibility and preparation of candidates for the scientific position.
- 2. On the basis of the results of the scoring (in accordance with the guidelines set out in Appendix 1 to the Competition Regulations), the Commission recommends to employ Mr/Ms..... .

The protocol is hereby completed and signed:

Signatures of committee members

- 1) .....
- 2) .....
- 3) .....
- 4) .....
- 5) .....

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scientific positions in the IUNG-  
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*Puławy, date:.....*

**Mr/Ms .....**

.....

.....

Dear Sir/Madam,

Thank you for your interest in our offer. We would like to inform you that your application will not be further processed due to the fact that the following formal requirements of the competition announced by the Institute of Soil Science and Plant Cultivation - State Research Institute have not been met:

- your application was submitted after the deadline
- Your application was incomplete *(e.g. lack of CV)*
- Your qualifications did not meet the requirements of the Competition *(e.g. no doctoral degree).*

The Recruitment Commission appreciates the time you have invested in preparing your application. We encourage you to apply for a job during the next recruitment for the position of researcher in the Institute of Soil Science and Plant Cultivation - State Research Institute, in accordance with your qualifications.

We wish you success in your professional career.

Best Regards

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*Puławy, date:.....*

**Mr/Ms .....**

.....

.....

Dear Sir/Madam,

Thank you for your interest in our offer and for coming to the interview related to the announced competition for the position of ..... on (date).....

We have thoroughly analyzed all applications in terms of the criteria that are specified for this position. The decision was difficult due to the high level of candidates. Below we present your results on the basis of submitted application documents and job interviews:

	Area under evaluation	Scoring (points)	
		Ms/Mr	The best of candidates
A.	Scientific achievements		
B.	Interview		
<b>C.</b>	<b>Total score</b>		

We would like to inform you that after a thorough analysis of the application documents of all candidates, we have stated that your qualifications are high, however, in accordance with the competition rules we have selected the candidate who achieved the highest score in the entire recruitment process.



Instytut Uprawy  
Nawożenia i Gleboznawstwa  
Państwowy Instytut Badawczy



HR EXCELLENCE IN RESEARCH

The Recruitment Commission appreciates the time you have invested in preparing your application. We encourage you to apply for a job during the next recruitment for the position of researcher in the Institute of Soil Science and Plant Cultivation - State Research Institute, in accordance with your qualifications.

We wish you success in your professional career.

Best Regards