****

Select an item

**MINUTES OF THE SELECTION PROCEDURE (TEMPLATE)**)

|  |  |
| --- | --- |
| **Workplace:** | **……………………………………………** *(or number of them)* |

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| --- | --- | --- | --- | --- | --- |
| Call for tenders announced on:: |  | Deadline for applications to:: |  | Number of applications submitted: |  |

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| --- | --- | --- | --- |
| **Composition of the selection committee** | | | |
|  | Name and surname | Function | Signature |
| Chairman of the Commission |  |  |  |
| Member of the Commission |  |  |  |
| Member of the Commission |  |  |  |
| The members of the selection board certify by their signature their impartiality, objectivity and impartiality throughout the selection procedure. They also declare that, during the selection procedure, it has been verified that the successful candidates meet the requirements for the post in question. | | | |

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| --- | --- | --- |
| **Selection tools:** | 1. *valuation of the documents submitted by the tende* 2. *Personal interview* | |
| **Selection criteria:** | *Educational attainment*  *Experience and experience gained*  *Publication outputs*  *Grants received* | *40 % / points*  *30 % /points*  *20 % / points*  *10 % / points* |

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| Pre-selection | |
| Does not meet the requirements /proposal for elimination of the applicant: | Reason for non-compliance: | |
| *....candidate's name....* | *Education, experience,....* | |

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| --- | --- |
| 1st round of evaluation of applicants - documents submitted by the applicant, deadline: | |
| Name and surname | Evaluation |
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| 2nd round of evaluation - personal interviews, deadline: | |
| Name and surname | Evaluation |
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| 3rd round of evaluation of candidates - personal presentations/tests,..., deadline: | |
| Name and surname | Evaluation |
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| --- | --- | --- | --- |
| Final evaluation of candidates | | | |
| Name and surname | Overall rating | The applicant has complied | Ranking |
|  |  | YES – NO |  |
|  |  | YES – NO |  |
|  |  | YES – NO |  |
|  |  | YES – NO |  |
|  |  | YES – NO |  |
|  |  | YES – NO |  |

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| --- |
| The Selection Committee concluded its meeting on ........... and forwarded the results to the Promoter. |

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| --- |
| Result of the announcer's decision |
| The announcer has decided to admit the candidate(s):  .(name and surname).............. to the date of employment .......................... |

At …………….., on …………………..

…(*name and surname*)………….. Signature: ……………………………………………………

Annex 1 - Announcement of the tender procedure