

**RECRUITMENT POLICY OF SIEĆ BADAWCZA  
ŁUKASIEWICZ INSTYTUT NOWYCH SYNTEZ  
CHEMICZNYCH**

Puławy, December 2022



## § 1

### Main assumptions

In October 2017 Łukasiewicz Research Network - New Chemical Syntheses Institute was awarded a "HR Excellence in Research" logo. The award obtained obliges the Institute to adapt the principles of the European Charter for Researchers (hereinafter the Charter) and the Code of Conduct for the Recruitment of Researchers (hereinafter the Code), in particular to establish favorable working conditions, career development and transparent processes for the recruitment of researchers. One of the pillars of the European Charter for Researchers is the OTM-R policy. The OTM-R policy enhances the attractiveness of scientific careers, provides equal opportunities for all candidates and facilitates mobility.

The basic principles of the recruitment policy of the Łukasiewicz Research Network - New Chemical Syntheses Institute are:

- principle of openness - recruitment has an open character;
- principle of transparency - recruitment has simple and clear rules, available and applied equally to all candidates;
- principle of competency-based evaluation - an objective, merit-based evaluation of candidates is carried out, taking into account professional achievements and qualifications in line with the requirements of the position.
- principle of equal treatment - recruitment is carried out in accordance with the principle of equal treatment including anti-discrimination, in particular on the basis of gender, race, ethnic origin, nationality, religion, worldview, disability, age or sexual orientation.

At the Łukasiewicz Research Network - New Chemical Syntheses Institute employees are employed in the research division and the support division. Employees in the research division can be hired for the following positions: Area leader, Chief specialist, Senior specialist, Specialist, Junior specialist, while in the support division: Area leader, Chief specialist, Senior specialist, Specialist, Junior specialist, Chief engineer, Senior engineer, Independent engineer, Engineer,



Junior engineer, Technical specialist, Patent attorney, Legal counsel, Driver, Technical worker, Service worker, Trainee/Intern.

The list of positions for which employees of the research division and support division are hired, as well as the qualifications required to occupy them, are specified in Table 1 and Table 2 (criteria according to the Regulation of the Minister of Science and Higher Education dated March 27, 2019).

**Table 1 Research division**

Lp.	Position	Required qualifications
1	Area leader (R4)	Doctoral degree (PhD) and 5 years of experience in the R&D sector, including independent conducting of research projects
2	Chief specialist (R3)	Doctoral degree (PhD) and 2 years of experience in the R&D sector, or master's degree and 3 years of experience in the R&D sector, including participation in the realization of research projects
3	Senior specialist (R2)	Master's degree and 2 years of experience in the R&D sector
4	Specialist (R2)	Master's degree or higher education and one year of experience in the R&D sector
5	Junior specialist (R1)	Higher education, secondary education and 5 years of experience in the R&D sector, or secondary vocational education and 5 years of experience in the R&D sector



**Table 2 Support division**

Lp.	Position	Required qualifications
1	Director of the Institute branch	Master's degree and 5 years of professional experience, including 3 years of experience in human resources management
2	Area leader	Master's degree and 5 years of professional experience, including 2 years of experience in human resources management
3	Chief specialist	Master's degree and 3 years of work experience
4	Senior specialist	Higher education and one year of work experience
5	Specialist	Higher education, secondary education and 2 years of work experience, or secondary vocational education and 2 years of work experience
6	Junior specialist	Secondary education or secondary vocational education
7	Chief engineer	Master's degree (professional title of Master of Engineering) and 3 years of work experience
8	Senior engineer	Master's degree (professional title of Master of Engineering) and one year of work experience
9	Independent engineer	Higher education (professional title of engineer) and 2 years of work experience
10	Engineer	Higher education (professional title of engineer) and one year of work experience
11	Junior engineer	Higher education (professional title of engineer)
12	Technical specialist	Basic vocational education or basic industry education



13	Patent attorney	According to separate regulations
14	Legal counsel	According to separate regulations
15	Driver	According to separate regulations
16	Technical worker	Basic vocational education or basic industry education
17	Service worker	Basic education
18	Apprentice/trainee	Secondary education or secondary vocational education

## **§ 2**

### **Legal Basis**

- 1 Łukasiewicz Research Network Act from February 21, 2019.
2. Recruitment Policy of the Łukasiewicz Research Network dated October 10, 2019.
3. Regulation of the Minister of Science and Higher Education dated March 27, 2019 on the list of positions in which employees of the Łukasiewicz Center and institutes operating within the Łukasiewicz Research Network are employed, as well as the qualifications required for their occupation.

## **§ 3**

### **Definitions**

The wording used in the Policy means:

- 1) Policy - this "Recruitment Policy of the Łukasiewicz Research Network - New Chemical Syntheses Institute".



2) Director - the Director of the Łukasiewicz Research Network - New Chemical Syntheses Institute.

3) Manager - the Head of an organizational unit.

4) BIP - Public Information Bulletin.

5) BIP MEiN - Public Information Bulletin of the Ministry of Science and Higher Education.

6) EURAXESS - European portal for mobile researchers, a one-stop shop for researchers and innovators seeking to advance their careers and personal development by moving to other countries.

7) Candidate:

a) at the stage of determining the Institute's recruitment requirements, it is a person with specific knowledge, skills and competencies, who should be employed at the Institute,

b) at the stage of actual recruitment, it is a person who has submitted recruitment documents in response to the published announcement of the recruitment initiation .

8) Recruitment - is a set of procedures by which the best candidates are sought to be attracted.

9) RODO - is the Regulation of the European Parliament and the Council (EU) 2016/679 of April 27, 2016 on the protection of natural persons in relation to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation).

## **§ 4**

### **Detailed conditions of recruitment**

1. The recruitment process shall begin with an analysis of staffing needs, in particular: working hours, form of employment, full-time equivalent and the total cost of employment (salary, other benefits).



2. The head of the organizational unit for which the recruitment process will be conducted develops a profile of the candidate, such as the required professional qualifications, experience, skills and a description of the tasks to be performed at the given position.
3. The head of the organizational unit shall submit to the Director an application for the recruitment on the selected position after prior agreement with the relevant R&D Center Director, and relevant Deputy Director depending on the division (Appendix 1).

## **§ 5**

### **Recruitment Committee**

1. The composition of the Recruitment Committee shall be determined by the Director at the time of the decision to initiate the recruitment process. The Recruitment Commission shall be appointed by the Director by an order. The Commission shall consist of 3 persons:
  - a) Chairman - Director, R&D Center Director (Deputy Director) or Head of the organizational unit.
  - b) Member of the Commission - R&D Center Director, Head of the organizational unit, Deputy Head of the organizational unit.
  - c) Member of the Commission - an employee of the HR Department.
2. Members of the Recruitment Commission should possess diversified experience and qualifications.
3. In the selection of the Commission members , the Director shall be guided by the principle of gender equality ( min. 1 woman / min. 1 man).
4. The tasks of the Recruitment Commission include:
  - a) determining the stages of recruitment;
  - b) selection of recruitment activities;



- c) formal and substantive evaluation of the submitted recruitment documents in relation to the requirements specified in the recruitment announcement;
- d) determination of the list of candidates meeting the requirements indicated in the recruitment announcement;
- e) conducting interviews with candidates;
- f) selection of a candidate for employment in the position specified in the announcement;
- g) drawing up a recruitment protocol (Appendix No. 2).

5. Members of the Recruitment Committee shall have written authorization to process personal data, in accordance with the RODO requirements for the purposes of a given recruitment.

## **§ 6**

### **Announcement of recruitment**

1. Based on the recruitment application provided by the Head of the organizational unit, the HR Department shall develop and prepare a recruitment announcement.
2. The recruitment announcement shall contain the following information:
  - a) the name of the job position;
  - b) place of work provision;
  - c) required qualifications, experience and competencies;
  - d) scope of duties;
  - e) the employer's offer;
  - f) deadline for submission of recruitment documents;
  - g) the manner of submission of recruitment documents and a list of required documents, among others, a statement of consent to the processing of personal data for recruitment purposes (Annex No. 3);
  - h) information clause (Annex No. 4);





i) a disclaimer that the Institute will contact only selected candidates.

The Institute publishes announcements on the Institute's website <http://www.ins.lukasiewicz.gov.pl>, on the Institute's BIP and, in the case of recruitment for research positions, also in the BIP of the Ministry of Education and Science (Annex No. 5) and on the EURAXESS website <https://euraxess.ec.europa.eu>.

In order to attract as many candidates as possible, the recruitment announcement is also posted on recruitment services.

## **§ 7**

### **Work of the Recruitment Committee**

1. The Recruitment Committee analyzes the submitted offers based on chosen selection methods (one or several used together):
  - a) analysis of application documents,
  - b) analysis of Cv/resume,
  - c) telephone interview.
2. The method of selection activities is decided by the Director or HR Department for each recruitment process.
3. The Recruitment Committee prepares a list of selected candidates (Appendix 6). Persons on the list are informed by phone or e-mail of the fact that they have qualified for the next stage of recruitment and of the place, time and character of the scheduled interview.
4. The HR employee responsible for recruitment, before informing the candidate of the interview, may conduct a telephone conversation with the candidate. Its purpose is to verify that the candidate meets the key requirements for the applied



position (availability, foreign language skills). The fact that the telephone conversation was conducted is stated in the record of the recruitment.

5. In case of no possibility of personal participation of a given candidate in the interview, the interview can be conducted using audiovisual tools.

6. In the recruitment process conducted, all candidates participating at the various stages are treated according to the same rules described in the Recruitment Policy.

7. Members of the Recruitment Committee are obliged to keep the information obtained during the recruitment process confidential.

## **§ 8**

### **Criteria for selection of candidates**

1. The evaluation of a candidate for a job position is carried out on the basis of established objective selection criteria, and the evaluations and recommendations of individual members of the Recruitment Committee are compared. The final decision on the selection of the candidate is made in consultation with other members of the Recruitment Committee by the Head of the organizational unit for which the recruitment process is conducted. The Head of the organizational unit submits a proposal to the Director on the employment of the selected candidate (Appendix No. 7).

2. Depending on the requirements specified in the recruitment announcement, the Recruitment Committee shall take into account when evaluating the candidate, in particular (Annex No. 8):

a) education,

b) work experience,

c) technical skills,

d) specialized skills,



e) knowledge of foreign languages,

f) motivation to work.

3. When recruiting job candidates for the research division, the Recruitment Committee shall pay special attention to (Annex 9):

a) proper assessment and recognition of academic qualifications and scientific competence, especially in the context of international and domestic mobility (academic and professional internships held),

b) the multidimensionality of the career path, which manifests itself in the possibility of non-chronological acquisition of different experiences and breaks in the career path for the acquisition of additional qualifications,

c) quality, number of publications and position among authors,

d) number of patents/patent applications and/or implementations ( if applicable),

e) participation in research and development projects as Project Manager or Contractor.

On the basis of the collected data, the candidate who meets to the highest degree the requirements specified in the recruitment announcement is selected. From the conducted recruitment the Commission shall prepare a protocol, which shall be signed by all members of the Recruitment Committee.

## **§ 9**

### **Announcement of recruitment results**

1. Information on the result of the recruitment process shall be made available in the Public Information Bulletin and on the website of the Institute within 14 days from the employment date of the selected candidate or from the date of recruitment termination in case the recruitment has not resulted in the employment of any candidate (Annex No. 10)

2. Information on the result of the recruitment shall include:



- a) identification of the position for which the recruitment was conducted,
- b) first name or names and last name of the selected candidate and place of residence,
- c) justification of the selection.

## **§ 10**

### **The process of adaptation of a new employee in the work environment**

1. The final stage of employment of a new employee is the adaptation in the new work environment. The purpose of adaptation is to comprehensively introduce the employee to perform assigned tasks independently.
2. The introduction of the new employee to the organization involves several stages:
  - a) health and safety training (conducted by a health and safety specialist);
  - b) instruction of the applicable principles of information security, including in particular the protection of personal data (Personal Data Protection Inspector);
  - c) The Head of the organizational unit to which the newly hired employee is directed or a person authorized by the Head:
    - performs on-the-job training;
    - completes all the formalities necessary to start performing the tasks on the given position;
    - introduces the employee to the team in which the employee will work;
    - acquaints the employee with the objectives and general rules of work at the Institute;
    - delegates tasks to be performed, defines duties and responsibilities;



- acquaints with the proposed methods of work used so far to carry out the assigned tasks;

- indicates the place where the work is to be performed, the necessary tools and access and resources.

3. The adaptation process is accompanied by an atmosphere of friendliness, openness and helping hand from the supervisor and colleagues.



Date of filling

**RECRUITMENT APPLICATION**To be filled in by the person requesting recruitment:

Post		
vacant*	<input type="checkbox"/>	Newly created*
*mark the appropriate choice		
Organizational unit		
Number of posts in the organizational unit.	Currently:	After recruitment:

Shortened description of the post	
Scope of duties	
Reports to	
Planned date of employment	



Ideal candidate profile	
Education	
Professional experience	
Technical skills	
Personal features	
Additional skills	

Language skills			
Level*	Elementary	Intermediate	Advanced
English			
Other languages: .....			

\*mark the appropriate choice

Offered remuneration	
Additional payroll benefits	According to Collective Labour Agreement
Advantages, company benefits	

#### Recruitment Form\*

Internal recruitment	External recruitment
<input type="checkbox"/> comments:	<input type="checkbox"/> comments:

\*to be filled by HR

Number of candidates to be presented after selection:

Comments:

.....  
 .....

**Requesting recruitment:**

**Confirming recruitment [DN]**

.....

.....



## Protocol

### of the recruitment of the candidates for the post in Sieć Badawcza Łukasiewicz – Instytut Nowych Syntez Chemicznych

1. For the announcement of the vacancy for :.....of  
....., applications were sent by.....candidates.
2. After carrying out the initial analysis of applications, for the further stage of  
recruitment process, .....candidates meeting the formal criteria were  
qualified.
3. After carrying out verification for vacancy, the Recruitment Committee  
selected the following candidates meeting the criteria specified in the  
Recruitment Announcement:

No.	Name and surname of candidates	Place of residence
1.		
2.		
3.		

4. The following recruitment methods and techniques were applied:  
.....

5. Justification of the selection of the candidate for :  
.....

#### Appendixes:

- a. Substantive Assessment Form of the Candidates

6. Signatures of Committee Members :

.....  
(name and surname)

.....  
(signature)





Puławy, .....

I hereby give my consent for processing of my specific data stipulated in Article 9 paragraph 1 of GDPR by Sieć Badawcza Łukasiewicz – Instytut Nowych Syntez Chemicznych in relation to the recruitment process for the post of .....

.....  
(signature)



### INFORMATION FOR APPLICANTS

1. The controller of your personal data is Sieć Badawcza Łukasiewicz-Instytut Nowych Syntez Chemicznych seated in Puławy
2. Contact details of the data protection officer [iod@ins.lukasiewicz.gov.pl](mailto:iod@ins.lukasiewicz.gov.pl)  
Your personal data will be processed for the recruitment purposes and failure to provide this information shall result in lack of possibility to participate in the recruitment process for the post of: .....
3. Your personal data will be stored by data controller until the recruitment process is finished.
4. Applicants have the right to: access to personal data, rectification or erasure of personal data, restriction of processing, data portability and object to processing, to lodge the complaint to the President of the Personal Data Protection Office and to withdraw consent to process contact data.

**Legal basis:** Article 22<sup>1</sup> of the Act of 26.06.1974 of the Polish Labour Code (Journal of Laws of 2018 item 917 with further amendments), Article 6 paragraph 1 1 subparagraph a and subparagraph b, Article 13 paragraph 1 and 2 of Regulation 2016/679 of the European Parliament and of the Council of 27.04.2016 on the protection of natural persons and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) Journal of Laws EU L 119/1 of 4.05.2016).



## FORM FOR ANNOUNCERS

**INSTITUTION:**

.....

**TOWN:**

.....

**POST:** .....

**SCIENTIFIC DISCIPLINE:**

.....

**DATE OF ANNOUNCEMENT:**

.....

**DATE OF SUBMITTING OFFERS:**

.....

**LINK TO WEBSITE:**

.....

**KEY WORDS:**

.....

**DESCRIPTION (scope, expectations, comments):**

.....

.....



**The List of candidates meeting the formal and substantive criteria  
qualified for the 2<sup>nd</sup> stage of recruitment i.e. interview**

.....  
Name of the post

No.	Name and surname	Place of residence
1		

**Signatures of Committee Members:**

.....  
(name and surname)

.....  
(signature)

.....  
(name and surname)

.....  
(signature)

.....  
(name and surname)

.....  
(signature)



Puławy .....

## REQUEST FOR EMPLOYMENT

I request to employ as of

.....

Mr.,Mrs.,Ms. ....

.....

The candidate will be employed as:

.....

In Department of:

.....

The candidate has required qualifications (please specify):

.....

I recommend the basic salary amounting to:

.....

Candidate should be employed for: trial period, for indefinite period, for definite period until

.....

for the period required to perform specified task/project\*

.....

(specify the type and nature of work)

Attachments:

Signature of the head of  
department

The person submitting the  
request

.....

\*-cross out unnecessary



### Substantive assesement form for candidates

Date

Name and Surname

Post

**1.**

No.	Scope of assessment	Grade (1-5)
1	Education	
2	Professional experience	
3	Technical skills	
4	Specialist skills	
5	Language skills	

**Score (max 25)**

**2.**

No.	Questions subjected to assessment	Answer	Grade (1-5)
1			
2			

**Score (max depending on the number of questions)**

**3.**

No.	Auto-presentation	Grade (1-5)
1	Preparation for interview	
2	Communication skills	
3	Presentation of motivation to apply for the particular post	

**Score (max 15)**

**Total score:**

Signatures of Committee Members

(Name and surname)

(signature)

**Substantive assesment form for candidates for research departments**

.....  
Date

.....  
Name and surname

.....  
Post

**Grades:**

- 5-significantly higher than required
- 4-higher than required
- 3-as required
- 2-lower than required
- 1-significantly lower than required

**Scope of assesment:**

	GRADES				
	1	2	3	4	5
<b>Domestic mobility</b>					
1. completed science & research internships					
2. completed vocational internships					
<b>Foreign mobility</b>					
1. completed science & research internships					
2. completed vocational internships					
<b>Publications</b>					
1. scientific papers					
2. monographs					
3. listed among authors					
<b>Patents, patent applications</b>					
<b>Implementations</b>					
<b>Projects</b>					
1. domestic (NCN,NAWA,NCBR,FNP)					
2. international (Horizon Europe and others)					

**Average score:**

Signatures of Commitee Members

.....  
(Name and surname)

.....  
(signature)



**Information about result of recruitment for:**

This is to inform you that as a result of the recruitment process  
carried out for the post of ..... in .....  
Division, .....was selected,  
(name and surname)

Justification of the choice:

.....

Puławy,.....

