

## **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):<br>- 450- 550<br>- 551- 650<br>- > 650   | 1<br>2<br>3                          |
| 2. Training of junior staff:<br>- as a promoter<br>- as a reviewer of doctoral theses, habilitation proceedings, and<br>proceedings for the award of the title of professor | 2 <sup>x</sup><br><br>1 <sup>x</sup> |
| Total score (1- 3)  | ....                                 |

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

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

*x- for each function and review;*

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

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

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

*x- for each function and review;*

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

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

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

*x- for each function and review;*

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

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

x x x

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

Appendix 3 to the Regulation  
defining  
the rules and procedures for  
carrying out competitions for  
scientific positions in the IUNG-  
PIB

*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

Appendix 3 to the Regulation  
defining  
the rules and procedures for  
carrying out competitions for  
scientific positions in the IUNG-  
PIB

*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