

APPROVED
by Order No. ____ of _____ 2022 of the
Pro-Rector
for Organisation Development and Community
Affairs of Vilnius University

DESCRIPTION OF THE PROCEDURE FOR THE SELECTION OF NON-ACADEMIC EMPLOYEES OF VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The purpose of the Description of the Procedure for the Selection of Non-Academic Employees of Vilnius University (hereinafter the 'Description') is to regulate the process of the organisation and implementation of the selection of non-academic employees of the core non-academic and academic units (hereinafter the 'core units') of Vilnius University (hereinafter the 'University').

2. This Description has been prepared taking into account the general principles for the selection, integration (adaptation), and performance evaluation of University employees – members of the non-academic community, approved by Resolution No. T-2016-10-1 of 21 September 2016 of the Council of Vilnius University "On Approval of the General Principles for the Selection, Integration (Adaptation), and Performance Evaluation of the University Employees – Members of the Non-Academic Community", according to which the selection participants specified in Chapter II of the Description must adhere to the principles of University representation, professionalism, transparency and publicity, honesty, equal opportunities and diversity, preference for community members, team and overall assessment when making decisions at all stages of the selection.

3. The personal data of persons participating in the selection of non-academic employees shall be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC, and the Description of the Procedure for Personal Data Processing at Vilnius University approved by Order No. R-316 of 25 May 2018 of the Rector of the University "On Approval of the Description of the Procedure for Personal Data Processing at Vilnius University".

4. The following terms shall be used in the Description:

4.1. **Candidate** means a person who participates in the selection of a non-academic employee to fill in a vacant position at the University. Internal candidates may participate in the selection process (employees holding other positions at the University; employees of the University returning after the child care leave; employees of the University having received a notice of dismissal in accordance with Article 57 of the Labour Code of the Republic of Lithuania; employees previously employed under a seasonal employment contract at the University; persons performing or having performed internships at the University; volunteers with whom the University has or had entered into voluntary activity contracts) or external candidates (other persons who are not classified as internal candidates).

4.2. **Competence** means a set of knowledge, abilities, skills, value attitudes, and personal qualities an employee needs to perform their duties at the University effectively.

4.3. **Non-Academic Employees** means members of the non-academic community of the University, who ensure administration of the University, its internal organisational structures (including providing services to the personnel and visitors, economic activity, maintenance of external relations, performance of other non-academic functions related to administration) and any other non-academic activity.

4.4. **Selection of a Non-Academic Employee** (hereinafter the ‘selection’) means a process during which the selection criteria for a vacant position of non-academic employee at the University are determined, a search for potential candidates is carried out, the candidates' competences are evaluated, the most suitable candidate is selected, and an offer of employment is made thereto.

CHAPTER II

SELECTION PARTICIPANTS AND THEIR RESPONSIBILITIES

5. The selection shall be initiated by a direct supervisor of the vacant post of a non-academic employee, i.e. a supervisor to whom the employee is directly (without intermediaries) administratively or functionally subordinate (hereinafter the ‘selection-initiating supervisor’). In cases where the employee is directly administratively and/or functionally subordinate to several supervisors, the functional supervisor shall participate as a direct supervisor in the selection process. The selection-initiating supervisor shall plan the need for employees, establish selection criteria and selection process, initiate selection, evaluate candidates’ competencies during selection, make a decision on the selection of candidates, and formulate offers of employment.

6. The Human Resources Manager of the Human Resources Department of the Central Administration of the University (hereinafter the ‘representative of the Human Resources Department’) who supervises the core units shall advise the selection participants on the selection process, ways of attracting candidates and the application of selection methods, help prepare job advertisements, publicize selection and career opportunities at the University, participate in selection interviews as needed, conduct selection evaluation and make suggestions for the improvement of the process.

7. An employee of the core unit who is assigned the performance of the selections in the unit (hereinafter the ‘unit representative’), if such employee is appointed in the unit, shall carry out the assigned selections by coordinating the actions between the selection participants and ensure the smooth progress of the selection process. If, in the event of a need for selection, the core unit does not have an employee responsible for the selection of non-academic employees or their competence is insufficient for a specific selection, this work shall be carried out by a representative of the Human Resources Department by a separate agreement.

8. In order to carry out the selection process effectively, upon the decision of the selection-initiating supervisor, other employees of the University with the necessary competence may be involved in the selection process upon proper coordination thereof with their direct supervisors.

9. The Human Resource Manager of the Human Resources Department of the Central Administration of the University, responsible for the process of selection of non-academic employees at the University, in cooperation with employees of other units of the University, in addition to the functions specified in Item 6 of the Description, shall also:

- 9.1. Shape the image of the University as an employer;
- 9.2. Make decisions concerning the style of the job advertisements of the University;
- 9.3. Analyse channels of publication of job advertisements, databases of resumes of potential candidates, tools for assessing candidates’ competencies, market of suppliers of employee search and selection services and share the analysis results according to competence with other participants in the selection process, as well as, if necessary, initiate public procurement related to the selection process, coordinate relations with suppliers;
- 9.4. Consult selection participants on the issues of organisation and implementation of selection procedures, organise training for selection participants, conduct surveys of selection participants;
- 9.5. Analyse the selection process, initiate its improvement and, if necessary, submit reports on the selection process.

CHAPTER III

METHODS OF SEARCHING AND ATTRACTING OF CANDIDATES

10. The University shall apply the following methods of searching and attracting candidates:
 - 10.1. Search among internal candidates;
 - 10.2. Publication of job advertisements on the intranet and/or career section of the website of the University, as well as on the social network accounts of the University and on specialised job advertisements' websites;
 - 10.3. Direct search of external candidates on social networks and specialised websites, where the resumes of individuals are published, headhunting in the search for candidates for management positions or candidates with extremely high qualifications or certain specific competencies;
 - 10.4. Purchase of recruitment and selection services from legal entities providing such services;
 - 10.5. Attraction of candidates to participate in career fairs and/or other events related to the shaping of employer image.

CHAPTER IV SELECTION PROCESS

11. In order to initiate the selection of a new non-academic employee, the selection-initiating supervisor shall complete the selection process in the document management system of the University and submit to the Human Resources Department a non-academic employee selection order form (hereinafter the 'form'), which must be coordinated with higher level supervisors, if there are any, and which shall be registered by the Human Resources Manager of the Human Resources Department of the Central Administration of the University specified in Item 9 of the Description.
12. Upon receipt of the form, the representative of the Human Resources Department shall evaluate the information contained therein, discuss the specifics of the planned selection with the selection-initiating supervisor and agree on the selection process using the methods of searching and attracting the candidates listed in Item 10 as well as agree on the selection of the participants and their responsibilities during the selection process.
13. Information on the selection conducted at the University shall be published centrally, except where it has been decided to apply the methods of searching and attracting candidates referred to in Items 10(1) and 10(3) of the Description. Job advertisements shall be prepared according to the job advertisement template in the document management system of the University and coordinated with the representative of the Human Resources Department by the selection-initiating supervisor. Job advertisements shall be announced on the intranet and/or in the career section of the website (www.vu.lt) of the University, and this section shall be administered by a representative of the Human Resources Department. If necessary, the representative of the Human Resources Department may also announce job advertisements in other ways of their choice.
14. Candidates wishing to participate in an announced selection shall submit the documents specified in the job advertisement by e-mail indicated in the job advertisement.
15. After the expiration of the job advertisement, the selection-initiating supervisor or the representative of the Human Resources Department (depending on what was agreed on regarding the selection process) shall carry out the initial evaluation of the candidates by analysing the documents submitted by the candidates, and shall decide which candidates to invite to the selection interviews. In the case of selection to the position of manager, the documents of all candidates who have responded to the job advertisement shall be reviewed by the representative of the Human Resources Department and the candidates who meet the most selection criteria shall be presented to the selection-initiating supervisor. If no candidate has responded to the job advertisement or the candidates who have responded do not meet the established selection criteria, the candidates shall be sought using the search method specified in Item 10(3) of the Description. In case of failure to find suitable candidates for interviews, the selection-initiating supervisor together with the representative of the Human Resources Department shall decide on the further selection process. The announced

selection may be cancelled by the decision of the selection-initiating supervisor after informing the representative of the Human Resources Department thereof.

16. Following the procedures described in Item 15 of the Description, selection interviews shall be organised and conducted, during which the selection participants shall assess the compliance of the selected candidates with the selection criteria and their suitability for the position. Internal candidates interested in the vacant position must be invited to the selection interview. The selection interview shall consist of the following stages:

16.1. Interview by telephone, during which the interview of the candidate shall be carried out by revising their biographical data and expectations, and by inviting the candidates who best meet the selection criteria to an interview with the selection participants. A representative of the unit (or, in the case referred to in Item 7 of the Description, a representative of the Human Resources Department) shall be responsible for telephone interviews with the candidates;

16.2. Interview during the meeting, the aim of which is to assess the candidate's professional and personal competencies, motivation to occupy the offered vacant position, compliance with the mission, vision, values, goals or principles of activity of the University, possibilities to implement the strategic goals of the University and the unit. The organisation, duties and employment conditions shall be presented in more detail to the candidate participating in the selection interview. Interview can take place both live and remotely via electronic means of communication. During the interviews, the selection-initiating supervisor and the representative of the unit (or representative of the Human Resources Department in the case specified in Item 7 of the Description) must participate in the interviews with the candidates, while other employees of the University with the necessary competence and higher level managers may also be involved.

17. If the selection-initiating supervisor decides to use additional selection methods after the selection interviews with the candidates, the representative of the unit (or the representative of the Human Resources Department in the case specified in Item 7 of the Description) shall contact the candidates and inform them about the additional tasks planned and coordinate their performance.

18. The following additional methods of selection of candidates may be used as required:

18.1. A practical task, the purpose of which is to check how the candidate applies their knowledge and skills in practice, how the personal qualities of the candidate are manifested in real situations, and for the candidate to test the future job in practice. The practical tasks shall be prepared and their performance shall be evaluated by the selection-initiating supervisor and/or University employees with the necessary competence;

18.2. A knowledge test to assess the candidate's level of knowledge. The knowledge tests shall be prepared and their performance shall be evaluated by the selection-initiating supervisor and/or University employees with the necessary competence;

18.3. A personality questionnaire shall be used to get to know the candidate as a person, to determine their strengths and potential for growth. The selection-initiating supervisor, together with the representative of the Human Resources Department, shall decide on the application of the personality questionnaire in the selection process;

18.4. Verification of recommendations, which is used in order to verify the available information about the candidate, to dispel any doubts or to obtain an additional opinion by collecting feedback from the candidate's former supervisors, after obtaining the candidate's written consent to collect information about them and after requesting to indicate suitable contact persons for such purpose. Recommendations on internal candidates shall be verified by the selection-initiating supervisor. Recommendations on external candidates shall be verified by the representative of the unit (or the representative of the Human Resources Department in the case specified in Item 7 of the Description) and/or by the selection-initiating supervisor.

19. The decision on the candidate's suitability for the position shall be made on the basis of the overall assessment, when the totality of the information obtained about the candidate's education, experience, professional competence, skills, motivation, values, personal characteristics, etc. is evaluated. The final decision shall be made by the selection-initiating supervisor after assessing the opinion and insights of other selection participants, as well as the recommendations obtained as

needed from former supervisors of the candidate. After the selection-initiating supervisor has made a decision to make offer of employment to the selected candidate and agreed on the proposed employment conditions with the representative of the Human Resources Department, the representative of the unit (or the representative of the Human Resources Department in the case specified in Item 7 of the Description) shall contact the selected candidate and make them the offer of employment.

20. After the selected candidate accepts the employment offer made, the representative of the unit (or the representative of the Human Resources Department in the case specified in Item 7 of the Description) shall inform them of the documents required for employment, which the candidate must submit (does not apply if an internal candidate is selected):

20.1. A copy of a personal identity document (personal identity card, passport);

20.2. A digitized documentary photograph (if an employee ID card is required);

20.3. A copy(s) of the educational document(s) (diploma(s)) (if the person's name and/or surname have changed, a copy of the document attesting it);

20.4. A copy(s) of the child's birth certificate(s) if the employee wishes to benefit from the benefits provided by the Labour Code for employees raising children;

20.5. A certificate of working capacity or other document justifying the disability;

20.6. Medical certificate of compulsory medical examination;

20.7. Other documents as required.

21. The selected candidate shall submit the request for the application of the non-taxable amount of income and the bank account number to the Department of Finance of the Central Administration of the University by means of the document management System of the University no later than five working days after the recruitment.

22. The provision of employment, specifying the agreed terms of employment contract, shall be submitted by the means of the document management system of the University by the representative of the unit (or the representative of the Human Resources Department in the case specified in Item 7 of the Description). If the selected candidate is employed at the University for the first time or has already worked at the University, but their personal data has changed, copies of the documents referred to in Item 20 of the Description shall be attached to the submission for recruitment.

23. After the selected candidate submits the documents referred to in Item 20 of the Description, the representative of the unit (or the representative of the Human Resources Department in the case specified in Item 7 of the Description) shall inform the other candidates invited to the selection interviews, but not selected, about the negative answer and about other vacant positions at the University.

24. If the selection-initiating supervisor does not select any candidate or if the selected candidate refuses the offer of employment made, the reasons for the situation shall be discussed with the representative of the Human Resources Department, candidate search methods and selection methods shall be reviewed, and a decision shall be made concerning the further selection process.

25. All candidate documents submitted during the selection process and information obtained using additional candidate selection methods shall be processed for the entire period of the selection process but shall be destroyed no longer than one year after the end of the selection process and after the end of the given period, if the candidates are not employed and have not given their consent to process the data for the purpose of selection for other positions. The selection participants must comply with confidentiality requirements and not disclose to third parties any information related to candidates' personal data, avoid making redundant copies of documents with personal data, store both electronic documents and paper documents received in such a way that they are not kept in a visible place accessible to all, where unauthorised persons could get to know them without hindrance. At the end of the set terms of personal data retention, the selection participants shall ensure the destruction of paper documents in such a way that the information contained in them cannot be recognised, and the electronic documents must be destroyed by deleting unnecessary files from the storage medium in such a way that they cannot be recovered.
