

Policy Governing the Recruitment of Support Staff

Article 1. Scope

- 1.1. This Policy outlines the rules and conditions for recruiting support staff at Ilia State University, covering both permanent and contract positions.
- 1.2. Support staff refers to individuals crucial to the University's activities, as outlined in the staff list, excluding administrative, academic, teaching, and research personnel.

Article 2. Initiation of the New Employee Recruitment Process

- 2.1. The authority to initiate the recruitment process for a new employee rests with the Head of Administration, the Rector, or the head of the structural unit responsible for the recruitment.
- 2.2. When a structural unit identifies the need for a new employee, the head of that unit must submit a written request to the Head of Administration outlining the necessity for the new position.
- 2.3. If the Head of Administration or Rector decides to initiate the recruitment process for a new employee, they shall convey the relevant instructions to the Human Resources Management Office, either verbally or in writing.

Article 3. Essential Conditions for Initiating the Recruitment Process for New Employees

- 3.1. Recruitment for new employees can occur for both staff-level positions and as contractual employees.
- 3.2. When recruiting a new employee for a staff-level position, it is essential that a vacant staff-level position exists in the relevant structural unit. The proposal to initiate recruitment must also justify the necessity for additional resources.
- 3.3. The initiation proposal for recruiting a new employee in a contractual position must include justification for the increased need for human resources in a contractual capacity based on the objectives of the relevant structural unit.

Article 4. Recruitment of Support Staff

- 4.1. Support staff recruitment shall follow two methods:
 - a) Open competition
 - b) Nomination by the head of the structural unit.
- 4.2. The Head of the University's Administration or Rector decides to initiate support staff recruitment through an open competition, either verbally or in writing. This decision may be based on their initiative or the recommendation by the relevant structural unit's head.
- 4.3. The University's Human Resources Management Office organizes and oversees the competition process.

Article 5. Conducting Open Competitions for Support Positions

- 5.1. Upon receiving instructions to announce a competition for the selection of support staff, the Human Resources Management Office analyzes the vacant position. It defines the qualification requirements specific to that position.

5.2. For staff-level positions, when determining qualification requirements, the Head of the Human Resources Office refers to the University's existing work analysis documents and official instructions and collaborates with the head of the structural unit initiating the competition to adjust competencies, qualifications, experience, functions, and tasks for the new employee.

5.3. In contractual labor relations or when the selection aims to achieve specific short-term or long-term goals, qualification requirements are defined through consultation with the head of the structural unit initiating the competition. This involves analyzing the new employee's competencies, qualifications, functions, and tasks.

5.4. The announcement of an open competition is published on the University's website and relevant platforms (jobs.ge, hr.com.ge, etc.) and shared through social media.

5.5. The announcement specifies requirements for the candidate's education, experience, qualifications, various technical and behavioral competencies, and a list of documents for submission.

5.6. The application submission deadline is determined individually for each case, considering the specificities of the vacant position and the University's timeframe for hiring a new employee.

5.7. Applications are submitted online to a dedicated University email address established for this purpose: vacancy@iliauni.edu.ge.

5.8. Given the nature of the vacant position, the Human Resources Management Office, in agreement with relevant officials (Head of Administration, head of the structural unit), defines selection methods. This may include screening resumes based on qualification requirements, testing, and interviews.

5.9. Depending on the nature of the vacant position, the selection process may not involve testing. However, it always includes an interview component with candidates selected through the resume screening.

5.10. The Human Resources Management Office, in agreement with relevant officials (Head of Administration, head of a structural unit), determines the type of test for candidates. Depending on the characteristics of the vacant position, the tests may assess various competencies, including professional, intellectual, personal, technical, or behavioral, and adapted instruments/tests are used for this purpose. Additionally, the interview model with the candidates is tailored based on the characteristics of the position (structured, non-structured, group, individual, phone interviews, etc.).

5.11. After filtering resumes against qualification requirements, selected candidates undergo testing, interviews, or both. These processes, organized by the Human Resources Management Office, progressively narrow down the list of candidates based on their scores.

5.12. The test results are evaluated using predefined assessment criteria. Decisions regarding the candidate's progression in each specific competition rely on the ranking list derived from the test results (the criteria for candidates to proceed depend on the type of test; for instance, candidates with at least "average" results in an IQ test may qualify for the next stage, etc.).

5.13 interviews with all candidates selected through resume filtering are conducted if the competition does not include a testing component.

5.14 The Selection Panel, as per the relevant competition protocol, consists of the head of the structural unit initiating the competition, a representative of the Human Resources Management Office, a subject-matter expert when applicable, and sometimes, is led by the Head of Administration.

5.15 Following the interview, the Selection Panel decides to choose a candidate, confirmed by the signatures of each member.

5.16 Candidates selected initially after filtering of resumes but not chosen after participating in the competition receive electronic notifications about their results from the Human Resources Management Office.

Article 6. New Employee Recruitment through Nomination by the Head of the Structural Unit

6.1. The University may sometimes recruit new employees without conducting an open competition. Instead, recruitment occurs through the nomination by the head of the structural unit, requiring the addition of a new employee.

6.2. To nominate a candidate, a written request must be submitted to the Head of Administration; this request should include justification for the necessity of a new employee, considering the work and results the structural unit aims to achieve.

6.3. The decision to appoint a new employee through the nomination by the head of the structural unit is made by the Head of Administration.