The procedure for hiring administrative and support staff

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# **Chapter I. Administrative and Support Staff**

# **Article 1. Recruitment of administrative and support staff**

# 1.1. The admission of administrative and support personnel in the university is carried out as a competition, which can be conducted based on testing, written assignments, interviews, presentations or other evaluation methods, as well as taking into account the evaluation of the person's activity and achievements, in case of interest from the employer and/or employees. In this case as well, the necessary stage of selection is the interview with the candidate, where the appropriate evaluation form is filled in, Appendix #1.

# 1.2. The timing of the administrative and support staff selection competition depends on the university's needs.

# 1.3. The terms of the competition, stages of candidate selection (interview, testing, written assignment, presentation submission, etc.) and criteria are determined by the Rector's order, based on consultation with the Human Resources Management and Development Office, the Quality Assurance Office and the head of the unit presenting the vacancy.

# 1.4. The terms of the competition determined by the order may be changed depending on the objective circumstances, the updated terms of which are established by the order of the rector.

# 1.5. The organization and conduct of the competition is provided by the Human Resources Management and Development Office.

# **Chapter II. Appealing the results**

# **Article 2. Appealing the results of the competition**

# 2.1 The results of the competition can be appealed by the contestant to the rector of the university, and then, depending on the results of the appeal, to the court, according to the procedure established by the legislation of Georgia.

# **Chapter III. working relations**

# **Article 3. Conclusion of the contract**

# 3.1 An employment contract is concluded with the university staff on the basis of the Rector's order.

# **Article 4. Employee's personal file**

# 4.1 Each employee of the university has a personal file.

# 4.2 The personal affairs of the university staff are carried out electronically.

# 4.3 The Human Resources Management and Development Office performs initial registration in the university database according to the status of the employee, after which the employee is obliged to enter/upload the required information/documentation.

# 4.4 The database of the University includes the personal data of employees, the protection of which is carried out in accordance with the requirements established by the Law of Georgia "On Personal Data Protection".

# **Chapter IV Concluding Section**

# **Article 5. Final Provisions**

# 5.1. This provision shall enter into force upon acceptance by the Governing Board.

# 5.2. Amendments to this regulation are made in accordance with the rules established by the university.

# 5.3. Changes are reviewed and approved by the university's governing board.