



METHODOLOGY

REGARDING PERSONNEL RECRUITMENT

within the Local Action Group Association "Together we develop sector 5",

I. GENERAL PROVISIONS

Art. 1. (a) This methodology establishes the general conditions regarding the recruitment of personnel within the Local Action Group Association "Together we develop sector 5".

(b) The provisions of the Methodology are applicable to all positions that will exist at the LAG level, including those that will be created for the implementation of projects with European funding.

(c) The methodology is drawn up in compliance with the legal provisions in force in the field of labor and the operation of associations and foundations.

(d) The conditions for participation in the recruitment process as well as the general and specific recruitment and selection criteria will be specified in each selection announcement.

(e) Selection announcements will be drafted by the Recruitment and Selection Committee.

Art. 2. The personnel recruitment and selection activity will be carried out with the observance of the following principles:

(a) Equal opportunities - the recruitment and selection process will not allow/encourage discrimination based on sex, nationality, ethnic belonging, or religion. The only criteria will be those related to the competencies and abilities required by the position to be filled;

(b) Confidentiality - candidates' applications and the information provided by them respect the principle of confidentiality;

(c) Objectivity - ensured through specific methods, any decision must have a very clear and demonstrable motivation;

(d) Transparency - all relevant information related to the recruitment and selection process is public and accessible to those interested.

Art. 3. This methodology establishes the unitary character of the recruitment and selection activity for employment in the positions at the level of LAG Sector 5.



II. STAGES OF THE RECRUITMENT ACTIVITY

II.1. Constitution of the Recruitment and Selection Committee and the Appeals Settlement Committee

Art. 4. The Recruitment and Selection Committee will be constituted at a minimal level of: President and 2 members by Decision of the Steering Committee, for each selection call. Secretarial work will be ensured by one of the committee members.

Art. 5. The Appeals Settlement Committee will be constituted at a minimal level of: President and 2 members by decision of the Steering Committee, for each selection call. Secretarial work will be ensured by one of the committee members.

Art. 6. The Selection and Appeals Settlement Committees will be constituted of members of the Local Action Group Association "Together we develop sector 5". The composition of the two committees is different.

Art. 7. Attributions of the Selection Committee:

- a. Establishes the criteria, tests, and calendar of the recruitment procedure;
- b. Draws up the evaluation scale/grid for the recruitment procedure;
- c. Draws up the selection announcement;
- d. Verifies the correctness of the preparation of the candidates' files and the fulfillment of the conditions for participation in the contest;
- e. Evaluates candidates according to established criteria;
- f. Draws up the minutes corresponding to each stage of the candidate evaluation. The final minutes will be accompanied by the table with the scores obtained by the candidates;
- g. Keeps documents in complete security and ensures the confidentiality of data and information regarding the evaluation process;
- h. Validates and publishes final results after settling appeals.

Art. 8. Attributions of the Appeals Settlement Committee:

- a. Verifies candidates' files according to the requirements in the selection call and settles the appeal;
- b. Transmits the results of the appeal settlements to the Selection Committee.



c. Transmits the results of the appeal to the Secretary of the committee to be communicated to the candidate.

II.2. Publication of the recruitment announcement

Art. 9. The selection announcement will be published, at least 10 calendar days before the deadline for submitting files, on the page of the Local Action Group Association "Together we develop sector 5" or through other specific promotion means.

Art. 10. The minimal content of the announcement related to the organization of each recruitment procedure will include:

- a. the number and type of each position;
- b. the description of activities, responsibilities corresponding to the position, duration of employment;
- c. the mandatory conditions imposed by the job description;
- d. the selection criteria and tests;
- e. the documents necessary for registration;
- f. information regarding the method of submitting the necessary documents;
- g. the selection calendar.

II.3. Registration of applications

Art. 11. Candidates' files are submitted according to the specifications in the announcement and will receive a registration number from the correspondence register of the Local Action Group Association "Together we develop sector 5".

II.4. Verification and evaluation of files submitted by candidates

Art. 12. The first phase of the selection process will consist of verifying the eligibility of the files submitted by candidates. To be admitted to the next stage, the file must contain all requested documents and meet the mandatory conditions from the announcement.

Art. 13. The verification of the registered files will be carried out by the members of the Selection Committee.



Art. 14. The list of candidates declared rejected following the invalidation of the conformity of the registration file will be published on the page of the Local Action Group Association "Together we develop sector 5" and at the address specified in the selection announcement. Potential appeals will be submitted in writing, at the address mentioned in the announcement, within 24 hours from the date of publication of the preliminary results.

Art. 15. The results of the appeals will be published on the page of the Local Action Group Association "Together we develop sector 5" and at the address specified in the selection announcement within 24 hours from the deadline for registering appeals.

Art. 16. The second phase will consist of evaluating the candidates within the established tests and based on the evaluation scales/grids established by the Selection Committee.

Art. 17. The selection results will be published on the page of the Local Action Group Association "Together we develop sector 5" and at the address specified in the selection announcement. Potential appeals will be submitted in writing, at the address mentioned in the announcement, within 24 hours from the date of publication of the results. The final results following the settlement of appeals will be published on the page of the Local Action Group Association "Together we develop sector 5" and at the address specified in the selection announcement within 24 hours from the deadline for registering appeals.

Art. 18. Candidates will be declared admitted in descending order of the score, within the limit of the number of positions in the selection announcement. Candidates who meet the minimum scale for selection, but are not on the list of those declared admitted, will constitute the reserve pool for the respective position, during the probationary period of the employed person, respectively 3 months from employment.

III. FINAL PROVISIONS

Art. 19. The result of each recruitment procedure is made public by posting it on the page of the Local Action Group Association "Together we develop sector 5" and at the address specified in the selection announcement.

Art. 20. The Local Action Group Association "Together we develop sector 5" will conclude individual employment contracts for a fixed or indefinite period, as the case may be, with the selected persons. The contracts will have a 3-month probationary period.