



HR EXCELLENCE IN RESEARCH

GUIDE FOR APPLICANTS

Recruitment for academic faculty positions

Gdynia Maritime University

A guide in accordance with the “European Charter for Researchers” regarding open, transparent, and merit-based recruitment of researchers and “HR Strategy of Researchers in GMU”

Welcome to the Gdynia Maritime University

We appreciate your interest in working at the Gdynia Maritime University (GMU). This guide has been prepared to clearly explain the recruitment process to candidates, outline the rules governing the selection process, and assist you in preparing your application. Our goal is to ensure that every candidate has equal access to information and the opportunity to demonstrate their competencies. The recruitment process is conducted in accordance with the OTM-R (*Open, Transparent, and Merit-based Recruitment*) principles of the “European Charter for Researchers,” namely openness, transparency, equal treatment, and merit-based evaluation. In practice, this means that every competition is publicly announced, the stages of the process and the competition requirements are described in detail, and all candidates are evaluated by recruitment committees according to the same criteria related to their qualifications and experience.

Why is it worth working at the Gdynia Maritime University?

The Gdynia Maritime University has over 100 years of tradition. It is the oldest and largest public maritime university in Poland and one of the largest and most recognizable in the world. For years, we have been conducting research and training specialists for the Polish and international merchant fleets as well as for the land-based support infrastructure of the maritime economy. We successfully combine academic tradition with a practical approach to

problem-solving and the creation of innovations that contribute to the development of society and the economy.

In our daily activities, we are guided by the following values:

- **Academic and teaching excellence.** We strive for the highest quality in our research and educational processes. We encourage our staff to take on ambitious academic challenges, guaranteeing them freedom of choice and support in these endeavors. We provide access to modern research and teaching infrastructure.
- **Career development.** We create conditions conducive to the development of academic and teaching careers and encourage the acquisition of new skills.
- **Openness and collaboration.** We support our staff's participation in research projects in collaboration with domestic and international partners in the socio-economic environment.
- **Equal treatment.** We respect diversity. We ensure that all employees have equal opportunities for development and for undertaking and conducting research, teaching, and organizational activities.
- **Responsibility and ethics.** We ensure compliance with the principles of academic ethics, emphasizing scientific integrity and responsibility for the quality of our work.
- **Engagement and social responsibility.** As a public university, we fulfill our mission of serving society and the economy. We support initiatives aimed at regional development and the popularization of science, encouraging our staff to actively participate in social life and collaborate with the local community.

What is the hiring process like?

Recruitment for academic teaching positions is conducted through a competitive selection process. The selection process consists of several stages:

1. Announcement of the competition

The announcement includes a job description, candidate requirements, the anticipated scope of duties, terms of employment, a list of required documents, the deadline and method for submitting applications, the anticipated date for the selection decision, and contact information. Please review the announcement carefully. If you have any questions, you may contact the person or department listed in the announcement.

2. Preparing and submitting your application

Prepare the complete set of documents specified in the announcement. You may include additional materials demonstrating your competencies or academic, teaching, organizational, or professional achievements if you believe they may be relevant to your application for the position. Submit the complete set of documents by the deadline and in the manner specified in the announcement. If there are any formal deficiencies, you will be asked to submit the missing documents within 3 business days.

3. Evaluation of applications

The process of evaluating candidates' applications and selecting the best candidate takes place in two stages. The first stage involves analyzing the applications submitted by candidates, while the second stage consists of interviews with candidates selected in the first stage. Applications are evaluated by a recruitment committee appointed by the Rector. The committee conducts a substantive evaluation of the submitted applications and selects the candidates to be invited to the second stage. You will be notified of your qualification for the second stage and invited to an interview by phone or email at least 3 business days before the scheduled interview date.

4. Interview

The interview focuses on the candidate's research interests, teaching competencies, past achievements, and professional experience. During the interview, committee members ask the candidate questions designed to assess their competencies and suitability for the position in question. Depending on the position, the interview may include a presentation, the completion of a practical task, or other tasks related to the position for which the candidate is being recruited. The candidate has the opportunity to ask the committee questions. The interview may take place in person or remotely.

5. Selection results

The committee evaluates candidates according to uniform criteria and recommends a selected candidate to the Rector. The selected candidate is immediately informed of the outcome of the competition. The outcome of the competition does not guarantee the candidate's employment but serves only as a recommendation to the Rector in this regard. The other candidates are also notified of the conclusion of the proceedings. Candidates who participate in interviews may receive feedback regarding their strengths and weaknesses. A candidate may appeal the committee's decision to the Rector within 4 days of receiving notification of the result. The result of the competition is published in the Public Information Bulletin (BIP) of the GMU in accordance with applicable regulations.

How do you create a good application?

When preparing your application, please read the job posting carefully and gather all required documents. In particular:

- A current CV;
- Documents confirming your qualifications;
- Research, teaching, and organizational experience;
- A list of publications, projects, and achievements relevant to the position;
- A list of your most significant achievements relevant to the requirements specified in the job posting;
- Your ORCID identifier and academic profiles (if applicable);
- Other documents relevant to the recruitment process.

Before submitting your application, check that all required documents are included. Ensure that the documents you submit are legible and well-organized.

How are submissions evaluated?

The recruitment committee evaluates candidates based on the same uniform criteria specified in the competition announcement. Depending on the position, the following are evaluated in particular:

- ✓ research achievements,
- ✓ teaching experience,
- ✓ professional experience,
- ✓ project involvement,
- ✓ national and international collaboration,
- ✓ alignment of experience with the position's profile,
- ✓ potential for further development, and others.

What is a job interview like, and how should you prepare for it?

The interview is a collaborative conversation designed to help both the university and the candidate understand each other's expectations. The purpose of the interview is to allow the candidate to fully present their research interests, competencies, experience, and plans for professional development. When preparing for the interview:

- ✓ Familiarize yourself with the profile of the Gdynia Maritime University, its research and educational programs;
- ✓ Prepare a brief presentation of your academic, teaching, or professional background;
- ✓ Be prepared to present your research interests and achievements to date;
- ✓ Think through and be ready to present your planned directions for further research and development;
- ✓ Prepare questions for the committee.

Sample questions:

- ✓ What are your research interests?
- ✓ What are your greatest achievements?
- ✓ Do you have experience in preparing or carrying out research projects? What sources of research funding do you consider most appropriate for your research plans?
- ✓ What courses do you teach or have you taught?
- ✓ Do you have experience in international collaboration? If so, what kind?

Contact

If you have questions about a specific job opening, please use the contact information provided in the job announcement.

Thank you for your interest in pursuing an academic career at the Gdynia Maritime University, and we wish you all the best in the recruitment process.

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