WORKFLOW OF HR PROCESSES

Institute of Philosophy of the Czech Academy of Sciences

Recruitment and selection of employees

Specification of the request
_____
Head of Department

→

Preparing and arranging job advertising
_____
Personalist/Assistant

→

Selection of received applications + communication with candidates
_____
Personalist/Assistant/Head of Department

→

Nomination of the selection committee
_____
Personalist/Assistant on instructions from management

↓

Send a job offer to the selected candidate
_____
Personalist/Assistant/ Head of Department

←

Job offer approval
_____
Management of the Institute

←

Job offer preparation + communication with candidates
_____
Personalist/Assistent/Head of Department

←

Organization of the recruitment process + communication with candidates
_____
Personalist/Assistent/Head of Department

↓

Notifying the remaining candidates
_____
Personalist/Assistent/Head of Department

![EU flag] EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
Operační program Výzkum, vývoj a vzdělávání
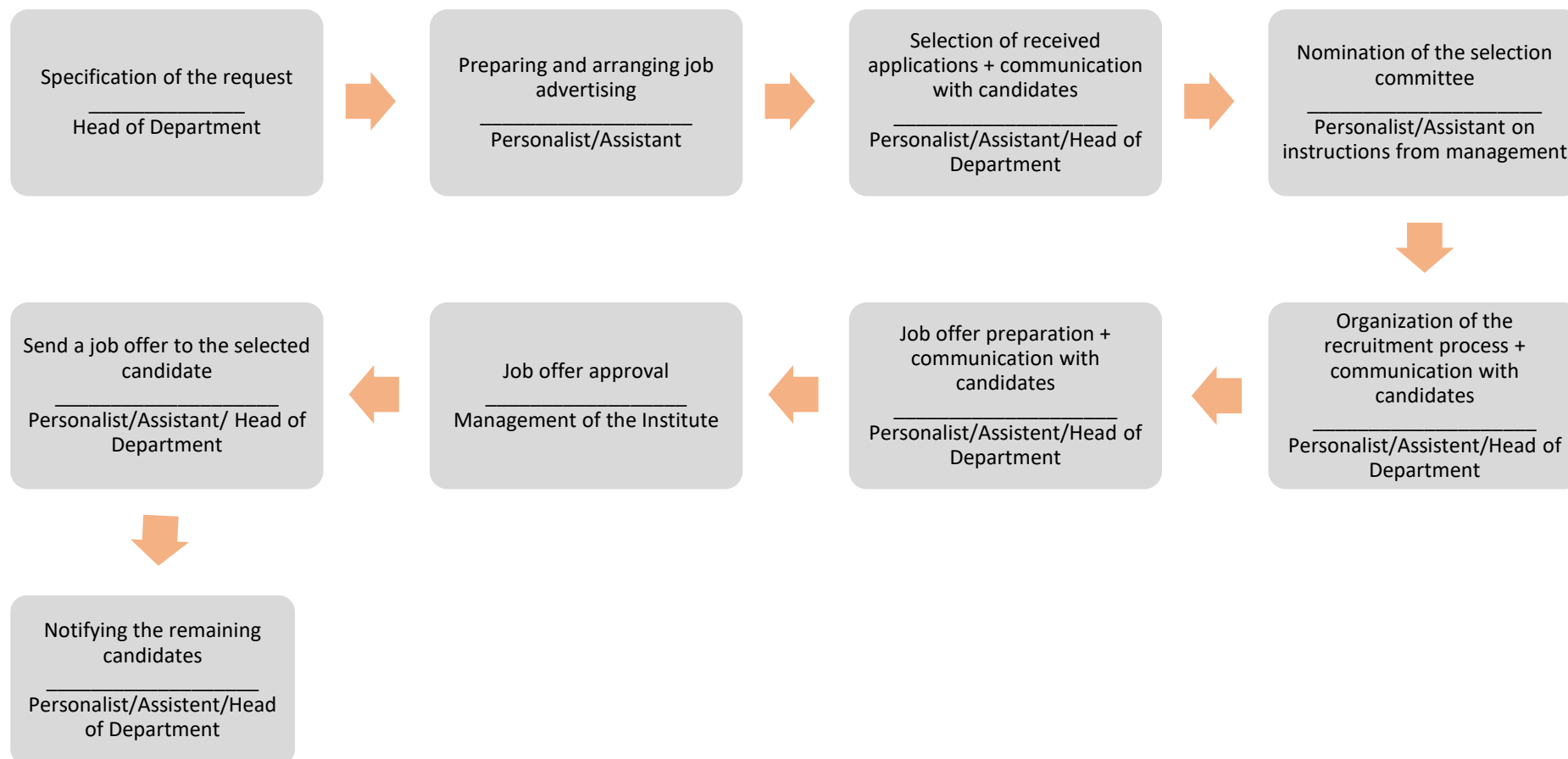
MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY

Management of payroll and HR agenda

a)

Request for salary evaluation / Request for salary adjustment ——————— Head of Department	→	Preparation of the Job Offer / Proposal Sheet ——————— Personalist/Assistant	→	Approval of the Job Offer / Proposal Sheet ——————— Director of the Institute of Philosophy	→	Preparation of the Payroll Assessment ——————— Personalist

↓

Payroll processing ——————— Payroll accountant	←	Supporting documents for salaries ——————— Personalist	←	Additions to tax and levy matters ——————— Personalist/Employee/Assistent

b)

Submission of CV and other required documents / Changes in personal data ——————— Employee	→	Managing Personal Folders ——————— Personalist

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Benefit system administration

Setting the benefits or the amount paid from the social fund
_____
Head of Economic Department/Management of the Institute

Communication to the Institute of Philosophy _____
Personalist/Head of Economic Department

Administration of benefits (extra holidays, sick days, meal vouchers, Multisport card, recreation allowances, pension, and life insurance, etc.)
_____
Personalist

Reimbursement and processing
_____
Payroll accountant

Supporting documents for wages
_____
Personalist

Selecting the method of disbursement / Filling in the application forms
_____
Employee

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Development and training of employees

Requirement specification
_____
Employee/Head of Department

Request approval
_____
Specialist in Development and Training/Management of the Institute

Request / Booking of training
_____
Specialist in Development and Training

Passing the training
_____
Employee

Evaluation / Feedback
_____
Employee

Updating the Personal Folder with a Certificate
_____
Personalist/Employee