

# 1) Recruitment – Inet Jobs. MU e- application

The screenshot displays the 'inet muni.cz' HR Management interface. The top navigation bar includes 'News', 'Personal', 'HR Management' (highlighted), and 'Economics'. Below this are 'Operation', 'Research', 'InfoSources', and 'About Inet'. The left sidebar contains 'HR Management' with sub-items like 'People and units', 'Attendance', 'HR Management', 'Wage management', 'Certificates', 'Jobs.MU', and 'Selection procedure'. A 'Links' section includes 'Portal', 'Index', 'MU website', 'IS MU Intranet', and 'ICS MU'. The main content area is titled 'Selection procedure manager' and contains a descriptive paragraph and a search criteria form. The search criteria form includes fields for Unit (310000 - Faculty of Science), a date range (February 2024), a department dropdown, a checked checkbox for 'včetně podpracovišť', a Category dropdown, Procedure status (all not ended), Published date range, Search in title / surname, and Procedure id. A 'Display' button is at the bottom.

inet muni.cz

News Personal **HR Management** Economics  
Operation Research InfoSources About Inet

HR Management  
People and units  
Attendance  
HR Management  
Wage management  
Certificates  
Jobs.MU  
→ Selection procedure

Links  
Portal  
Index  
MU website  
IS MU Intranet  
ICS MU

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### Selection procedure manager

The application is used to record and manage selection procedures published for MU open positions. Selection procedures are automatically published on the [Open Positions](#) page based on their status and publication date. The members of the committee and candidates may be registered for the selection procedure; the success rate or fail rate of the candidates is set in the individual rounds of the selection procedure. It is possible to send informative e-mails to the members of the committee and candidates. If you have any questions or problems, contact [iHelp](#) support.

**Search criteria**

Unit: 310000 - Faculty of Science ( << February 2024 >> )  
--- Select department (total 131) ---  
 včetně podpracovišť

Category: --- Select item (total 165) ---

Procedure status: all not ended

Published: from - to

Search in title / surname

Procedure id

Enter new procedure

Enter new without SP

Settings

Documents of the economic unit

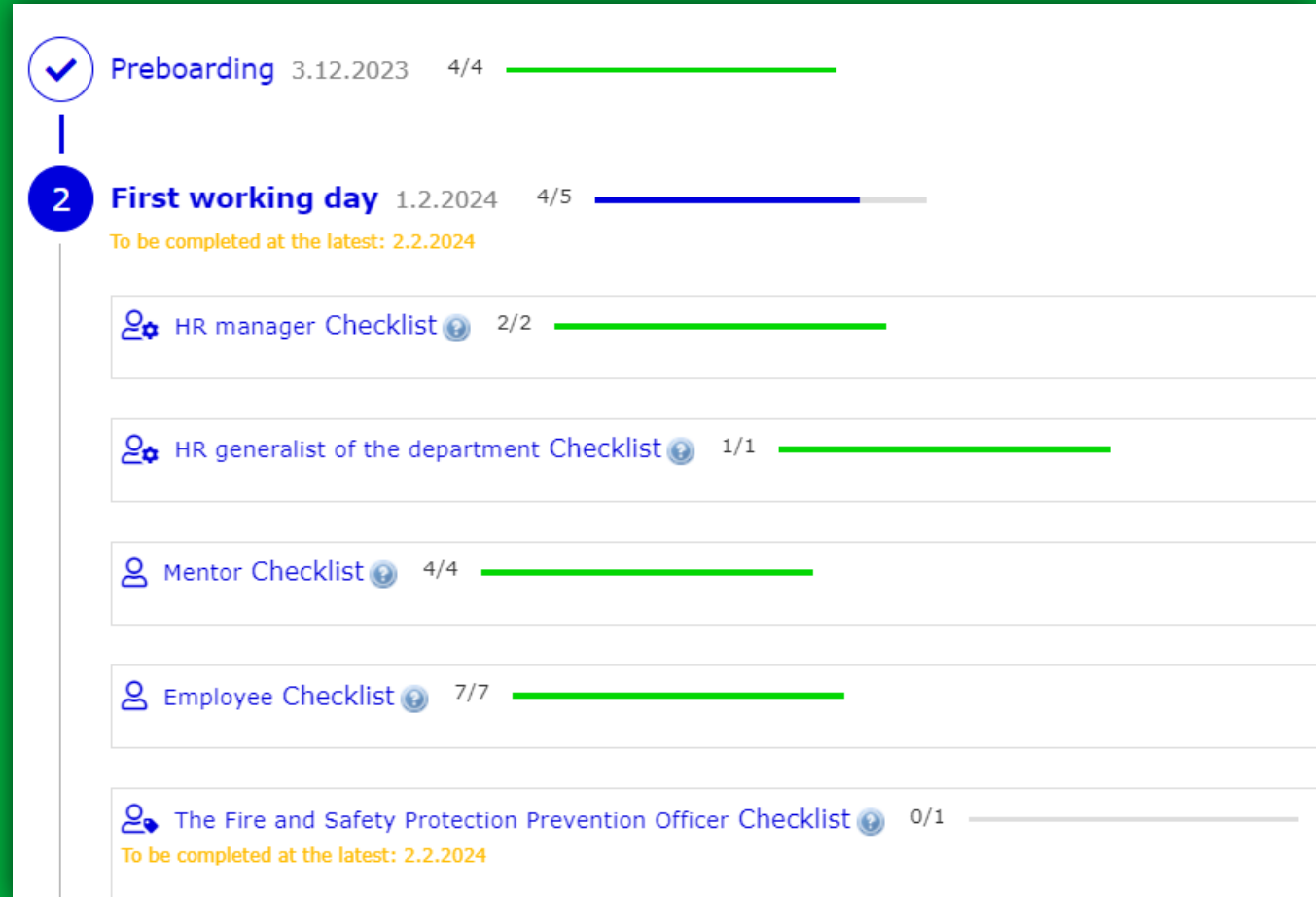
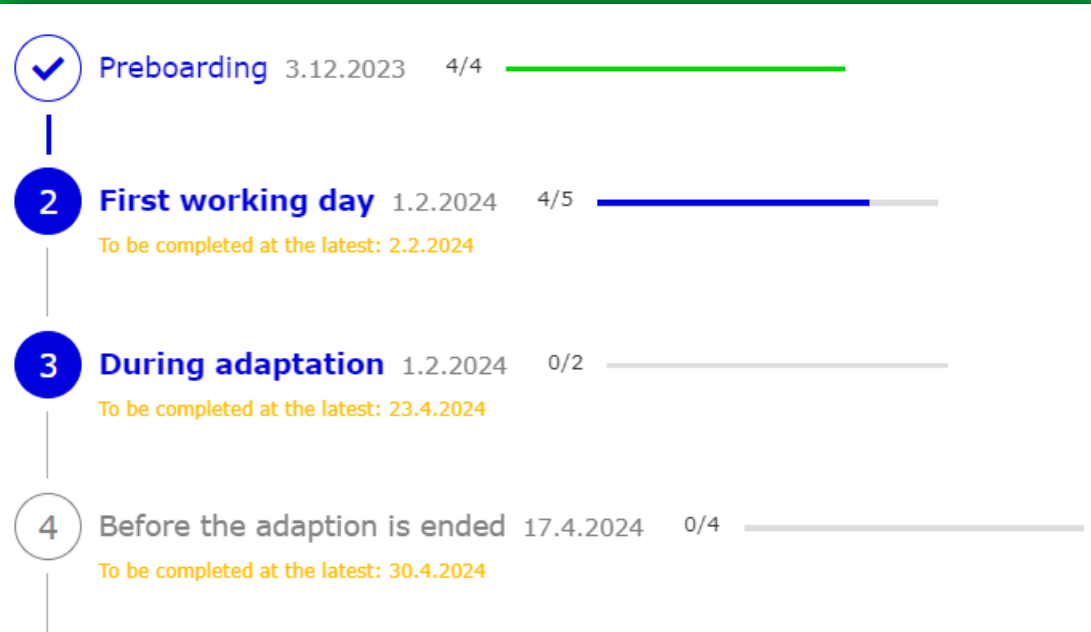
Statistics

Page 1 of 1 (13 items)

ID	Title	Status	Category	Academic	Unit	Date from	Date to	E-application	Candidates
77311	HR specialista/specialistka pro projekty	published	Specialista II - ADMINISTRATIVA	N	319912 - Personnel Office	01.02.2024	15.02.2024	A	2 (1)
77086	Laboratory technician	selection in progress	Technik IV - INFORMAČNÍ TECHNOLOGIE	N	312030 - Department of Plasma Physics and Techn.	15.12.2023	19.01.2024	A	12 (12)
77228	Lecturer	published	Lektor II	A	311010 - Dept.of Mathematics and Statistics	16.01.2024	17.02.2024	A	13 (13)
77326	Assistant professor in the field of analytical chemistry	prepared to published	Odborný asistent	A	313010 - Dept.of Chemistry	05.02.2024	06.03.2024	A	

## 2) Onboarding – Inet e - application

The screenshot displays the Inet muni.cz HR Management application interface. The top navigation bar includes 'News', 'Personal', 'HR Management', 'Operation', 'Research', and 'InfoSources'. The left sidebar contains 'HR Management' (with sub-items: People and units, Attendance, HR Management, PersOff Info, Personal overviews, On/Off-boarding, Wage management, Certificates, Jobs.MU) and 'Links' (with sub-items: Portal, Index, MU website, IS MU Intranet, ICS MU). The main content area is titled 'Onboarding / Offboarding' and features a section for 'Employee life cycle process - new employee adaptation'. This section includes a 'Parameters' form with the following fields: 'Year of proposal' (2024), 'Unit' (- All departments -), a checked checkbox for 'including sub-units', 'Process type' (--- Select item (total 7) ---), and 'Proposal number' (empty). A 'Search' button is located below the form. At the bottom, there is an 'Overview of adaptation processes' section with four buttons: 'Create a new process', 'Export dotazníků', 'Process templates editor', and 'Email templates editor'.



# 3) Employee Evaluation – Evak e- application

EVAK - data collection for the period evaluation > Test ZH > Z. Hrabovská

## EVAK - data collection for the period evaluation

[Back to the information page](#) [Instructions for using the application](#)

### Test ZH

Last change date: 1/2/2024 21:46.39  
Created: Mgr. et Mgr. Zuzana Hrabovská, učo 145671

**HR AWARD**

- It is collected for: HR AWARD – Faculty Bursar's Office – Dean's Office – Faculty of Science
- It is collected from 12/2/2024 to 13/2/2024
- Reference period for the evaluation of personal, work and social behavior of an employee: from 1/1/2023 to 31/12/2023
- Reference period for the evaluation of activities:
  - Calculation of indicators related to educational activities used semesters: Spring 2023, Autumn 2023
  - Calculation of indicators related to research activity used years: 2023

[Setting the evaluation period](#)

EVALUATED EMPLOYEE

**CURRENT STATUS**  
Opened by the employee  
2/2/2024 13:56

Workload: 40 hours  
Position: personální analytička  
[Previous evaluation](#)

Personal | Final evaluation

### Employee competence and expertise

## Assessment of an employee's performance in a preceding period

Your comment

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, link, and code. Below the toolbar is a large empty text area for entering a comment.

The evaluator and evaluated are additionally required to comment on:

1. Significant successes/failures achieved by the employee in the preceding period.
  2. Professional employee development in the preceding period with respect to a previously established schedule (training session completion, etc.).
  3. Employee career growth achieved in the preceding period.
- ▼ more

## Plans for an upcoming period

Your comment

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, link, and code. Below the toolbar is a large empty text area for entering a comment.

Specify (including expected implementation dates):

1. Employee development plan for an upcoming year (planned training sessions, courses, etc.).
  2. Employee career growth plan (e.g. preparation and course of habilitation or professorship procedures), including an approximate timetable.
  3. Employee work activity plan for an upcoming year.
  4. Relevant proposals for changes (employment relationship duration, position, performance).
- ▼ more

Print

Export

Save and continue

Close the record for editing