

Annex  
to the order of the Chairman of the Board -  
Rector of NJSC "KazNWTTU"  
dated 23 January 2024  
№26

NJSC "Kazakh National Women's Teacher Training University"		NJSC "Kazakh National Women's Teacher Training University"
HR DEPARTMENT		HR DEPARTMENT
RULES		RULES
EDITION 2		EDITION 2

"APPROVED."

By order of the Chairman of the Board-Rector  
NJSC "Kazakh National Women's Teacher  
Training University"  
From "23" January 2024  
Order No. 26

**RULES**  
**About recruitment, selection and hiring of personnel**  
**in NJSC "Kazakh National Women's Teacher Training**  
**University"**  
**R 025 ARSHP/HR-24**

**Reg. No.** \_\_\_\_\_  
**Exh. No.** \_\_\_\_\_

**date of introduction** \_\_\_\_\_  
(date, month, year)

**Almaty city, 2024**

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## 1. FIELD OF APPLICATION

1.1 The Regulation "On Selection, Recruitment and Hiring of Personnel" (hereinafter referred to as the Regulation) is developed to standardize the process of searching, recruiting, selecting and hiring employees in the Company.

1.2 The Regulations are a part of the Company's regulatory documentation and its requirements are mandatory for all employees.

1.3 Recruitment of personnel for vacant positions is a set of procedures carried out for the purpose of timely staffing of the Company.

1.4 The organization of the process of selection, selection and recruitment of personnel is carried out by the HR Department together with the heads of structural subdivisions (hereinafter referred to as SSSs) in the area of activity.

1.5 The Regulations do not apply to the positions of the Chairman of the Board-Rector, members of the Board, teaching and support staff (technical staff, concertmasters), employees of the Internal Audit Service, Compliance Service, Corporate Secretary, employees hired to replace a temporarily absent employee, as well as those hired on a part-time basis.

1.6 In order to effectively assess a candidate's professional and business qualities, a test and (or) writing an analytical report and (or) a draft letter on a certain topic, an interview shall be conducted.

1.7 The Company shall not employ persons who are closely related to each other (parents, spouses, brothers, sisters) if their work is connected with direct subordination or control of one of them to the other.

## 2. NORMATIVE REFERENCES

The Regulations have been developed taking into account the requirements of the following documents:

- Labour Code of the Republic of Kazakhstan;
- Articles of Association of the Company.

## 3. TERMS AND DEFINITIONS

The terms and definitions used in the Regulations apply:

- Document verification* - verifying the authenticity of the document with the original issuing source.
- External search* - search for candidates to fill a vacant position on the labour market, including temporary ones.
- Internal search* - search for candidates to fill a vacant position among the Company's employees, including temporary ones.
- Initiator of the application* - the head of the structural subdivision where the vacant position exists.

<i>Qualification requirements</i>	- requirements imposed on the employee in order to determine his/her level and profile of professional training, length of service necessary to fulfil his/her duties.
<i>Competence</i>	- personal ability of a specialist (employee) to solve a certain class of professional tasks.
<i>Reception</i>	- the process of attracting employees with the knowledge and qualifications required to achieve the set goals and objectives to the Company.
<i>Primary selection</i>	- the process of selecting candidates who have the minimum requirements for a vacant position.
<i>Recruitment</i>	- the process of creating a database of candidates with the necessary qualifications to meet the Company's personnel needs.
<i>Portrait of an "ideal candidate" (job profile)</i>	- descriptions of key competences and characteristics that an "ideal" candidate for a given position should possess.
<i>Personnel selection</i>	- the process of selecting candidates with the necessary skills and qualifications to fill vacant positions in the Company. Chairman of the Management Board-Rector, Members of the Management Board-Rectors.
<i>Official</i>	-

#### **4.DESIGNATIONS AND ABBREVIATIONS**

The following abbreviations are used in this regulation:

QMS-Quality Management System  
Faculty members – teaching staff  
AMP-Administrative and managerial personnel  
SP-Service personnel

SP- Structural **unit**

EDMS - Electronic Document Management System

EDS - Electronic Digital Signature

## **5. OBJECTIVES AND OBJECTIVES**

5.1 The **purpose of personnel selection** is timely staffing of the Company's subdivisions and each of its structural subdivisions with efficient personnel in the required number to achieve the set strategic and tactical goals.

### **5.2 Objectives:**

1) formation of an effective system of work on selection, recruitment and hiring of personnel, its interrelation with the main areas and functions used in the work of the HR Department and SP of the Company.

2) defining the order and sequence of actions and procedures in the work of effective selection, selection and recruitment of personnel.

## **6. STAFF SEARCH PROCEDURE**

6.1 Organization of search and selection of candidates for vacant positions is within the competence of the HR Department.

6.2 The basis for the start of the search for candidates to fill a vacant position is an application (*Appendix 1* to the Regulations), which is filled out by the head of the structural subdivision and sent to the HR Department.

6.3 If the position is new, a job description for the prospective employee must be developed and approved before an Application is submitted.

6.4 **Internal** and **external** search methods shall be used to search for candidates for a vacant post.

6.5 Internal search is carried out if this is the desired search criterion in the submitted Application. The HR Department sends out the vacancy announcement via internal corporate mail, EDMS, and the Company's official telegram channel. A sample announcement is provided in *Appendix 2* to the Regulations.

6.6 An employee who wishes to self-nominate for a vacant position shall send his/her CV to the HR Department within the deadlines set out in the advertisement. Further procedure is specified in Sections 7 and 8 of these Regulations.

6.7 The duration of the internal search for candidates shall be indicated in the advertisement and shall be at least 5 working days.

6.8 An external search for candidates shall be initiated if the internal search has not yielded favourable results or if an external search has been specified as the desired search criterion in the Application.

6.9 The external search period shall be 1 month from the date of registration of the Application or after the internal search is terminated. The term may be extended in case the search has not yielded positive results.

6.10. If the external search does not yield positive results, the issue of extending the search period or changing the search criteria, clarifying the requirements for candidates and expanding the methods of personnel search shall be decided.

6.11. External searches shall be carried out by the following methods:

- 1) Working with the HR department's CV database;
- 2) working with recruitment agencies, employment centre and authorised bodies;
- 3) working with the media;
- 4) working with the resources of the Internet.

6.12. The choice of the external search method depends on many factors, such as the demand for the vacancy in the labor market, the rarity of the vacancy, the complexity of the job responsibilities assigned to the potential candidate, etc. The method of external search to be applied in each particular case shall be determined on the proposal of the initiator of the application.

6.13. External search announcements are placed in mass media, on the Company's website, enbek.kz, hh.kz websites. The advert shall specify: name of the organization, available vacant positions, brief description of job duties, required skills and qualifications, work experience, contact details of the HR Department (phone number, corporate email). A sample media announcement is provided in *Appendix 2* to the Regulations.

## **7. RECRUITMENT AND SELECTION PROCEDURE**

7.1 Personnel selection is carried out in accordance with the Company's organizational structure, on the basis of the staffing table, job description and personnel needs.

7.2 The HR Department performs the function of candidate recruitment, i.e. collects CVs of potential candidates for vacant positions. The selection is carried out by creating a database of candidates with the required qualifications or by referring to external sources (websites) or recruitment companies.

7.3 To determine the degree of candidates' compliance with the Company's requirements, a set of methods aimed at comprehensive evaluation of candidates is used: initial selection, interview, reference checking, testing.

7.4 The purpose of the initial selection is to identify applicants who have the minimum requirements for a vacant position to pass the subsequent stages of selection.

7.5 HR Department employees analyze all CVs received for a vacant position, check their compliance with the requirements specified in the Application and/or job description, compare them with the portrait of an "Ideal Employee" (*Appendix 3* to the Regulations) for the position and select CVs of the most suitable candidates.

7.6 In the process of selecting candidates for a vacant position, HR Department employees shall conduct a preliminary interview with each candidate, the results of which shall be recorded in the "Candidate Evaluation Form" (*Annex 4* to the Regulation).

7.7 Conduct a personality type test in accordance with the application (Myers Briggs test).

7.8 CVs, the result of testing (Myers Briggs) and the "Candidate Evaluation Form" of successful interviewees shall be sent to the initiator of the application (head of the unit with the vacant position). Within two working days, the application initiator reviews the submitted CVs, conducts interviews with candidates to identify professional skills and

qualifications, fills in the "Candidate Evaluation Form" (*Annex 4* to the Regulation) for each applicant, and submits the forms to the HR Department.

7.9 If an additional assessment of the candidate is necessary, the HR Department employee chooses the type and procedure for conducting an additional assessment of the candidate.

7.10. Recommendations and other information from previous jobs shall be checked with the candidate's consent (*Annex 5* to the Regulation).

7.11. The information received from recommenders shall be entered by HR Department employees into the "Recommendation and Recommendation Verification Form" (*Annex 6* to the Regulation).

7.12. If the references provided and other information about the candidate cannot be verified, the HR Department may request additional references from the candidate.

7.13. If the recommendation submitted for a candidate is more likely to be negative, the HR Department shall notify the Initiator of the application and the candidate shall not be considered further for the vacant post.

7.14. Upon receipt of a favorable opinion from the Head of Unit, the candidate's CV shall be submitted to the supervising officer/provost for review.

7.15. Within three working days, the supervising vice-rector and the head of the structural subdivision shall review the submitted candidates, interview them if necessary, and inform the employees of the HR Department of their employment decisions.

7.16. The CV of the selected candidate with the signature of approval by the supervising Vice-Rector is sent to the HR Department.

7.17. Interviews with candidates for vacant positions of **heads of structural subdivisions**, teaching staff and persons equal to them are additionally conducted by competition commissions established by order of the Chairman of the Board-Rector and acting on the basis of the Regulations.

7.18. The decision of the Competition Commission shall be of a recommendatory nature for hiring an employee to a vacant position in accordance with the established procedure, or for refusal to hire. The final decision on hiring remains with the Chairman of the Board-Rector.

7.19. In case of merger or division of all structural subdivisions of the Company, the heads of subdivisions, who have previously passed the competition for a certain position, shall be retained for the period of competitive filling, except for the cases when there are two or more acting employees for one managerial position. In this case, an **early competition shall be** held, the deadlines for application, collection of documents and the date of the competition shall be considered and determined by the Chairman of the Competition Commission in coordination with the Chairman of the Management Board-Rector.

## **8. RECRUITMENT PROCEDURE**

8.1 After making the final decision on hiring candidates, the specialist of HR Department informs the candidate of this decision by sending an invitation (**Job offer**) to the candidate by e-mail or other electronic messengers, agrees with the candidate the date

of his/her employment and provides a list of documents to be submitted for registration of labour relations in accordance with the Labour Code of the Republic of Kazakhstan.

8.2 The candidate is formalised by an employee of the HR Department.

8.3 The Head of the SP sends the candidate's application for employment to the EDMS at least five working days from the date of actual employment, the candidate signs the application with his/her physical EDS.

8.4 Upon approval of the application for employment by the immediate supervisor, on the day of hiring the employee, a written employment contract shall be concluded with the employee.

8.5 The employee's personal file shall include: CV, results of professional testing, agreed application for employment, copies of necessary documents. The employee's personal file is kept in the HR Department.

8.6 An employee may be hired to replace a temporarily absent employee, to perform a specific job or seasonal work, in which case the terms and conditions shall be stipulated in the employment contract or in an additional agreement to the employment contract.

## 9. STAFF TRANSFER

9.1 Personnel relocation within the Company is carried out for the purpose of the most rational use of professional potential of employees, creation of conditions for their personal and professional fulfilment.

9.2 Personnel movements may be:

- horizontal - promotion from one JV to another in order to acquire fundamentally different professional knowledge and skills.

- vertical - promotion through the hierarchy of the Company's positions, **after passing the competitive procedure.**

9.3 The basis for personnel movements within the Company shall be the results of personnel evaluation, a letter from the employee's immediate supervisor, or the employee's own application.

9.4 Personnel transfer within the Company shall be carried out in case of compliance of the employee's qualification and experience with the vacant position, consent of the employee himself/herself and consent and interest of the heads of the relevant joint ventures, as well as expediency of such transfer from the point of view of the personnel situation in the Company.

9.5 Transfer is carried out on the basis of the order of the Chairman of the Board-Rector (for managers) and/or the Chief of Staff (for employees), personal consent of the employee confirmed by his/her written application.

9.6 The selected candidate shall submit to the HR Department the documents in accordance with *Annex 7* to the Regulation.

9.7 The appointment is formalized by signing an order of the Chairman of the Board-Rector (for managers) and/or the Chief of Staff (for employees).

9.8. HR Department completes the necessary package of documents for transferring a candidate to a job and completes the employee's personal file. The list of documents



required to form a personal file and the sequence of their arrangement are specified in *Appendix 8* to the Regulation.

9.9 Employees of the HR Department shall make the necessary entries in the employee's labour book and other accounting documents stipulated by the personnel record keeping.

## **10. STORAGE AND ACCESS TO INFORMATION ON PERSONNEL SELECTION**

10.1 Information on the selection of personnel, meetings and decisions of the Competition Commission shall be kept in the HR Department for one year from the date of commencement of the selection or holding of a meeting of the Commission.

10.2 The period of storage of CVs in the HR Department's CV database is 1 year.

10.3 Information on personnel selection is confidential and is available to the Company's officials - upon oral request; to SP managers and other employees of the Company - upon written request, with the consent of the Head of HR Department Director. The "Recruitment Report" (*Appendix 9 to the Regulations*) shall be provided upon request.

## **11. AMENDMENT**

This Regulation is amended by the HR Department in case of changes in the legislation of the Republic of Kazakhstan and local regulatory documents of the Company.

11.1 Changes are made on the basis of the order of the Chairman of the Board - Rector and registered in the "Change Registration Sheet".

## **12. HARMONISATION, STORAGE, DISTRIBUTION**

12.1. Approval of this document shall be obtained from the Chief of Staff and the following managers:

- 1) Legal Department;
- 2) Planning and Economic Department;

Responsibility for the custody of the original is assigned to the Records Management and Archives Department.

Annex 1  
to the Regulation on Recruitment,  
Selection and Employment of  
Personnel in NJSC "Kazakh  
National Women's Teacher  
Training University"  
approved on 23 January  
2024 years.

**Application to fill a vacant position  
registration number № \_\_\_\_\_**

Структурное подразделение \_\_\_\_\_  
Contact person - initiator of the application \_\_\_\_\_  
Phone. \_\_\_\_\_ Date \_\_\_\_\_

**POSITION INFORMATION**

Job title \_\_\_\_\_  
Desired start date " \_\_ " \_\_\_\_\_ 20\_\_.  
Number of staff units \_\_\_\_\_  
Position new \_\_\_\_\_ employee replacement \_\_\_\_\_  
Permanent \_\_\_\_\_ temporary from \_\_\_\_\_ to \_\_\_\_\_  
Would you like to participate in the pre-screening of CVs ? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Would you be willing to conduct a preliminary interview ? \_\_\_\_\_ Yes \_\_\_\_\_ No

**ADDITIONAL INFORMATION ON THE VACANT POST**

Job Responsibilities

Qualification requirements : \_\_\_\_\_

work experience: \_\_\_\_\_

Required Skills: \_\_\_\_\_

Required certificates, licences and other: \_\_\_\_\_

Desirable Personal Qualities: \_\_\_\_\_

Additional requirements: \_\_\_\_\_

Planned salary **from:** \_\_\_\_\_ **to:** \_\_\_\_\_

\_\_\_\_\_

**Desirable search criteria**  
\_\_\_\_ internal search \_\_\_\_ external search \_\_\_\_ other

Signature of the initiator of the application \_\_\_\_\_ Full name \_\_\_\_\_  
(signature)

Signature of supervising official \_\_\_\_\_ Full name \_\_\_\_\_ (half-signature)

Annex 2 to the Regulation on  
Recruitment, Selection and  
Employment of Personnel in NJC  
"Kazakh National Women's Teacher  
Training University"  
approved on 23 January 2024.

**Sample job advertisement  
for internal distribution and publication in the media**

NJSC "KazNWTTU" announces an open vacancy for the position  
of: \_\_\_\_\_

basic requirements \_\_\_\_\_

For example:

- Higher economic/financial education;
- Minimum of 1 year experience;
- Knowledge of the legislation of the Republic of Kazakhstan;
- and other things.

List of documents:

Candidates' CVs will be accepted within \_\_\_\_\_ working days from the date of publication of the advertisement, to the e-mail address hr@qyzpu.edu.kz.

For more information please call 237 00 37, ext. 4017, 4018

Annex 3 to the Regulation on Recruitment, Selection and Employment of Personnel in NJSC "Kazakh National Women's Teacher Training University" approved on 23 January 2024.

**"Ideal Employee" form**

The table below specifies the requirements to be met by an ideal candidate applying for a vacancy. This form is filled in by the head of the structural unit. The importance of any quality shall be assessed on a 5-point system according to the following scale:

- 1 - Quality is not important
- 2 - Needs to be at a minimum level
- 3 - Medium level
- 4 - High level
- 5 - Quality is absolutely essential

Name of structural subdivision \_\_\_\_\_

Position \_\_\_\_\_

	1	2	3	4	5
<b><i>Selected fields and branches of knowledge</i></b>					
Marketing					
Management					
Jurisprudence					
Financial analysis					
Accounting and audit					
Psychology					
International economic relations					
Other					
<b><i>Specialised knowledge</i></b>					
General erudition					
Knowledge of management					
Specialised production and economic knowledge					
Contacts and liaisons					
Other					
<b><i>Planning and decision-making</i></b>					
Financial planning					
Analysis of financial position					
Reading financial statements					
Strategic thinking					
Formulation and evaluation of development alternatives					

Preparation and calculation of budgets						
<b>Organisation</b>						
Resource allocation						
Control of resource utilisation						
Organisation/ time management						
Prioritisation						
<b>Communications</b>						
Developed understanding						
Listening skills						
Speaking skills in front of an audience						
Organisation of meetings						
Rhetoric						
Good diction, prettiness						
<b>Development of subordinates</b>						
Employee development						
Problem statement						
Mentoring						
Motivation						
<b>Communication skills</b>						
Effective communication						
Effective co-operation						
Conflict management						
General psychological skills						
<b>Change management</b>						
Ability to adapt quickly						
Flexibility						
Promptness of decision-making						
Tendency to weighted risk						
<b>Leadership</b>						
Critical attitude towards results below "excellent"						
Striving for quality						
The pursuit of the ideal						
Leadership skills						
<b>Personal qualities</b>						
The way you carry yourself						
Activity						

Excerpt						
Communication skills						
Listening skills						
Intuition						
adaptability						
Willingness to help						
Sensitivity to criticism						
Self-criticism						
<b><i>Supervisory skills</i></b>						
Persuasive skills						
Ability to allocate responsibilities						
Ability to give precise and clear instructions						
Ability to stimulate and motivate the labour of individual employees and the team						
Ability to work "in a team"						
<b><i>Intellectual ability</i></b>						
Prudence						
Creative potential						
Logical thinking						
Structural, systemic thinking						
<b><i>Working methods</i></b>						
Rationality						
Systematic approach to work						
Techniques for decision-making and "taking down" problems						
Ability to concentrate						
Rational reading						
Methods of work, organisation of work						
Discussion and negotiation techniques						
<b><i>Knowledge of languages</i></b>						
Kazakh						
Russian						
English						
<b><i>Digital Skills</i></b>						
Mail programmes (gmail)						
Office programmes (MS Word, MS Excel, MS PowerPoint)						
Other						

Presentable appearance						
<i>Additional requirements</i>						

\_\_\_\_\_  
(full name of the SP manager)

(signature)

Date "\_\_\_" \_\_\_\_\_20\_\_.



Annex 4 to the Regulation on Recruitment, Selection and Employment of Personnel in NJSC "Kazakh National Women's Teacher Training University" approved on 23 January 2024.

CANDIDATE EVALUATION FORMS

GENERAL INFORMATION

Candidate	_____	Date: _____
Candidate for the position	_____	
Division	_____	
<u>Interviewer</u>	_____	<u>Caption:</u>

EMPLOYMENT REFERENCE

Hire <input type="checkbox"/>	Don't hire <input type="checkbox"/>
-------------------------------	-------------------------------------

CANDIDATE ASSESSMENT

	<i>Unsatisfactory sensibly</i>	<i>Satisfaction realistically</i>	<i>Medium</i>	<i>All right.</i>	<i>That's great</i>
Length of service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education, trainings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of special knowledge, skills, qualifications for the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills, listening skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manageability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learnability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriateness of behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest in the company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Candidate Strengths:
Weaknesses, shortcomings of the candidate:
Additional Comments:

Annex 5 to the Regulation on  
Recruitment, Selection and  
Employment of Personnel in NJSC  
"Kazakh National Women's Teacher  
Training University"  
approved on 23 January 2024.

**Candidate's consent to the verification of references and other information**

I am \_\_\_\_\_, candidate for  
(full name)  
vacancy)\_\_\_\_\_ I authorise an employee of the HR Department to check references from previous jobs and  
various other information that I have provided or made available during the check.

I am familiarised with the Regulations on recruitment, selection and hiring of employees in NSC  
KazNWTTU.

Caption \_\_\_\_\_ FULL NAME  
Date \_\_\_\_\_

to the Regulation on  
Recruitment, Selection and  
Employment of Personnel in  
NJC "Kazakh National  
Women's Pedagogical  
University"  
approved on 23 January 2024.

### Verification form for recommendation and letters of recommendation

Surname, first name, patronymic of the candidate
--------------------------------------------------

<b>Vacant position</b>	
------------------------	--

#### Information about the candidate

Contact Person		
Position		
Office		
Mobile		
e-mail		
Address		
Company No. 1		

#### Information about the candidate

Contact Person		
Position		
Office		
Mobile		
e-mail		
Address		
Company No. 2		

#### Information about the candidate

Contact Person		
Position		
Office		
Mobile		
e-mail		
Address		
Company #3		

OVERALL EVALUATION		COMMENTS.
The recommendations have been fully confirmed	<input type="checkbox"/>	
The recommendations were confirmed in large part	<input type="checkbox"/>	
The recommendations were not confirmed	<input type="checkbox"/>	

Verification has been made:	FULL NAME.	Position, signature _____ "__"_____20__г.
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Annex 7  
to the Regulation on Recruitment, Selection  
and Employment of Personnel in  
NJC "Kazakh National Women's  
Pedagogical University"  
approved on 23 January 2024.

**List of documents for employment (for the main employee)**

1. original labor book
2. personal personnel record sheet
3. T-2 card
4. Copies of diplomas on education (copies of diploma applications are attached together)
5. Copies of certificates confirming the awards "Certificates of Honor", "Badge of Honor"
6. Mandatory references to be provided:
  - Certificate of absence or presence of a criminal record (EGOV KZ).
  - Certificate on the presence or absence of information on the commission of a criminal offence: murder, intentional infliction of harm to health, against public health and morality, sexual inviolability, extremist or terrorist crimes, human trafficking (prosecutor's office).
  - Certificate on the presence or absence of information on the commission of a corruption offence (prosecutor's office).

Certificates from the narcological dispensary, tuberculosis dispensary, psychological dispensary that it is not on the register (EGOV KZ).

7. Medical book (fluorography picture)
8. Copy of identity card (2 pcs.)
9. 3x4 photo (2 pcs.), electronic photo on CD disc
10. Copy of military card (for persons liable for military service)
11. Copies of birth certificate (children under 14 years of age for the Trade Union)
12. Copy of pension book (if a pensioner)
13. Certificate of disability (if available)
14. Certificates or documents on benefits (if available)
15. Summary

## Annex 8

to the Regulation on  
Recruitment, Selection and  
Employment of Personnel in  
NJSC "Kazakh National  
Women's Teacher Training  
University"  
approved on 23 January 2024.

**Personal file evaluation form**

№	Papers	Yes (✓) no/ n/a
1	Labour contract (original)	
2	Job description (copy) signed by the employee	
3	Data on completion of instructions on health and safety, safety, emergency etc.	
4	Adaptation or probationary period report (for those hired from 2024).	
5	Original labour book	
6	Personnel record sheet	
7	T-2 card	
8	Copies of educational diplomas (copies of diploma applications are attached together)	
9	Copies of certificates confirming the awards "Certificates of Honour", "Badge of Honour"	
10	Certificate of absence or presence of a criminal record (EGOV KZ).	
11	Certificate on the presence or absence of information on the commission of a criminal offence: murder, intentional infliction of harm to health, against public health and morality, sexual inviolability, extremist or terrorist crimes, human trafficking (prosecutor's office).	
12	Certificate on the presence or absence of information on the commission of a corruption offence (prosecutor's office).	
13	Certificates from the narcological dispensary, tuberculosis dispensary, psychological dispensary that it is not on the register (EGOV KZ).	
14	Medical book (fluorography picture)	
15	Copy of identity card (2 pcs.)	
16	Photo 3x4 (2 pcs.), electronic photo on CD disc	
17	Copy of military card (for persons liable for military service)	
18	Copies of birth certificates (children under 14 years of age for the Union)	
19	Copy of pension book (if a pensioner)	
20	Certificate of disability (if available)	
21	Certificates or documents on benefits (if available)	
22	Summary	

Annex 9  
to the Regulation on  
Recruitment, Selection and  
Employment of Personnel in  
NJSC "Kazakh National  
Women's Teacher Training  
University"  
approved on 23 January 2024.

Hiring Report # \_\_\_\_\_

**Surname, first name, patronymic of the candidate selected for the position**

Vacant position

Structural unit

Wages

№	FULL NAME.	By whom verified	Reason for refusal
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Director of HR Department

\_\_\_\_\_ "\_\_\_" \_\_\_\_\_ 20\_y.

Signature \_\_\_\_\_

### APPROVAL SHEET

<b>№</b>	<b>Position</b>	<b>NAME</b>	<b>Date</b>	<b>Caption</b>
1	Elaborated: Director of HR Department	Micropulo Y.V.		
2	Agreed: Acting Director of the Department legal and documentary support	Rakhimov A.M.		
3	Agreed: Acting Head Planning and Economic Department	Murat S.J.		
4	Agreed: Chief of Staff	Shintaev N.T.		

**FAMILIARISATION SHEET**

<b>№</b>	<b>FULL NAME.</b>	<b>Position</b>	<b>Date</b>	<b>Caption</b>	<b>Note</b>



**SHEET FOR REGISTRATION OF AMENDMENTS AND ADDITIONS**

No. of changes	Section, paragraph subject to change	Type of change (replacement, cancellation, addition)	Basis for change	Modification made		
				Date	NAME	Caption
1	6, 7 sections	Sections 6 and 7 were supplemented in connection with the introduction of the Salem Office EDMS, the Myers Briggs test, the "Ideal Employee" portrait, the recruitment report were introduced, the terms of personnel movement through the hierarchy of positions were defined, and the terms of early competition were introduced.	Expiry date	17.01.2024	Director of HR Department Mikropulo Y.V.	
