



**FIND THE BEST – COMPETENCY-BASED
RECRUITMENT IN PUBLIC ADMINISTRATION**

Final Report

Public Part

Project information

Project acronym: FTB

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Executive Summary

Project Find the Best – Competency-based Recruitment in Public Administration aim was to enhance efficiency of Human Resources in public sector, by improvement of recruitment processes organized by public entities through implementation of competency-based approach.

Specifically, in order to reach the aforementioned aim, the Consortium set the following goals:

- Offer and implement in public sector new comprehensive methodology for recruitment on the basis of competencies
- Improve competencies of employees in public administration working in the area of HR management, through enhancement of professional training system
- Improve system of adaptation of new employees in PA to working conditions
- Ensure equal access to public sector employment
- Increase transparency of recruitment and selection procedures in PA
- Enhancement of professional quality of public services through Implementation of the ICT tool and training system
- Raising awareness of PA on importance of competency-based approach to recruitment and selection
- Strengthen cooperation between public and private institutions in order to find a minimum European standards in services, skills and knowledge in public sector.

The main target group was composed of people responsible for human resources management in public administration, basically in municipalities, but also public entities of other types (like e.g. ministries, national agencies, companies governed by cities etc.) are also interested in the topic. The project influenced also other types of institutions like education institutions in the public sector, policy makers, consultants and potential candidates for positions in PA.

The 28 municipalities representing main target group benefited basically from the FTB The FTB System is composed of three elements: FTB Methodology, FTB Tool and FTB Implementation programme. These three elements enable public institution to benefit from increased knowledge on FTB recruitment methodology, transparent procedures, use of advanced ICT tools, simplified procedures of recruitment and selection and compliance with EU policies like diversity, equality etc.

Organisations from educational sector can benefit from use of developed methodologies and approaches to education, training schemes, handbooks and manuals, tools as well as increased knowledge on competency-based approach to HR management.

The consortium was composed of 6 organizations representing public (municipality) and private sector (business, NGO) from Poland, Italy, Austria, Czech Republic, Spain, Greece.

These were basically training and consultancy companies offering services for public administration sector, labour market (unemployed) and business, developing modern methodologies and management tools based on ICT. The municipality serves as a consultative body, with its knowledge of needs of the sector.

The consortium was supported by external organizations like i.e.: Publiczni.pl, HR Polska (media), association of public institutions (i.e.: “Zero Beurocracy District”, Association of

Municipalities in Czech Republic, Association of Municipalities and Districts of Malopolska, etc.) or KDZ or GoldenTraining – consulting companies for PA.

The core element of the consortium's project implementation strategy was working close to the beneficiaries, in order to develop products tailored to their needs. Therefore in the beginning of the project national research activity was performed and comparative analysis of requirements of public sector in partner countries. When working on products, main target group was involved in consultations of products through public seminars, focus group meetings or interviews, but the most important activity was the testing phase, where **18 public institutions** tested the FTB System.

The project consortium used a range of promotion and dissemination activities in order to attract attention of public institutions to the idea of competency based management. In total over **1500 persons** were directly involved in events organized by the Partnership, including final conference. 18 municipalities from Poland, Czech Republic and Italy signed "declarations of interest" in use of the FTB Tool in the future.

Project website: www.findthebest-ftb.eu

Table of Contents

- 1. PROJECT OBJECTIVES..... 6
- 2. PROJECT APPROACH 8
- 3. PROJECT OUTCOMES & RESULTS..... 11
- 4. PARTNERSHIPS 14
- 5. PLANS FOR THE FUTURE 16
- 6. CONTRIBUTION TO EU POLICIES 17
- 7. VISUALISATION OF PROJECT PRODUCTS - EXAMPLE 19

1. Project Objectives

The project aim was to enhance the potential and efficiency of Human Resources in public sector in the context of improvement of recruitment processes organized by public entities through implementation of competency-based recruitment methodology by the end of 2015.

In order to achieve the above mentioned aim, the following specific goals have been defined:

1. Provide public sector with **competency-based recruitment methodology**, combining main processes (development of recruitment needs, application and selection, evaluation and adaptation to working conditions), supported by ICT tool
2. **Improve competencies of public administration workers**, responsible for HR management and recruitment, through enhancement of professional training system for this professional group,
3. **Improve system of adaptation of new employees to working conditions** during probationary period
4. **Increase equal access to public sector employment**
5. **Increase transparency of recruitment procedures** in public administration through defining clear objective criteria, procedures engaging various actors in defining and assessing criteria and system which enable tracking implementation of procedure
6. **Enhancement of professional quality of public services** through implementation ICT tool and training system for HR managers in PA
7. **Raising awareness** of public administration leadership about importance of competency-based recruitment
8. **Strengthen cooperation between public and private institutions** in partners' countries to find the minimum European standards in services, skills and knowledge in public sector

Considering the above mentioned goals the project intended to identify basic national conditions for project implementation and develop the FTB System supporting public administration entities in raising efficiency and effectiveness recruitment and selection processes. The FTB System consists of three elements: FTB recruitment methodology, FTB tool, FTB implementation programme.

The 3 years long implementation resulted in achievement of most of the above mentioned goals to the large extend. The FTB Recruitment Methodology and the FTB Tool, having regard to basic assumptions set in the beginning of the project (simplification of procedures, competencies over formal requirements, adequacy, flexibility, use of ICT, equality, security, monitoring of recruitment process) have been developed and tested in public administration. The long term impact on public sector is much related to openness for innovations and awareness of benefits from use of transparent procedures.

The basic rule for the project team was to develop products as much tailored to beneficiaries needs as it is possible, because this was vital as far as further use of products is concerned. Beneficiaries were engaged in consultations on each stage of the project. Unfortunately in spite of many very positive remarks about products, it was visible that in some countries public institutions are still not ready for changing habits and use of innovative and transparent solutions, due to political, financial and systemic reasons.

In total 28 municipalities from 6 partner countries, were involved in the testing phase comprising of 3 elements: awareness seminars for employees, trainings and the test recruitment with the FTB Tool, but 18 decided to take part in all the three steps. The level of involvement of public institutions and reasons of it varied from one country to another and in

general we could observe more positive approach of municipalities from Poland, Czech Republic and Italy contrary to Greece, Spain and Austria.

The project had impact also on other public institutions (at local, regional, national and European level) and other sectors mainly through various dissemination activities and flexibility of the methodology and the tool. It was observed that not only municipalities are interested in proposed methodology, but also public institutions of other levels and sectors (business, education).

Beneficiaries during consultations of FTB Methodology identified some aspects of positive impact and benefits for their institutions, like for example: increased transparency, simplification of recruitment process through use of ICT, saving time, increase satisfaction of HR managers through making it more convenient, reaching the most adequate candidates for job position through definition of competency-based requirements strictly related to activities at work etc. The most frequent reservations (except for some minor technical remarks) made by representatives of PA was that due to political and economic reasons as well as lack of psychological readiness to changing habits and adopting new solutions may influence further exploitation the project results in broad scale.

Indirectly, project results contribute to improvement of vocational training system by providing the methodology, tool and training package to PA schools and training companies working with this sector. It increases awareness of the society on competency-based recruitment and the need for transparency of recruitment procedures. In the long term, the project result may increase the level of confidence and trust in public sector efficiency.

2. Project Approach

The project was designed in 15 Work Packages. During 36 months of the project partners focused on investigation of specific conditions of implementation of the project, elaboration of the FTB Recruitment Methodology, development of the FTB Tool supporting realisation of main processes in hiring employees like defining recruitment needs, recruitment, selection and implementation of new employee to working conditions. Then the tool was tested within the partnership and finally municipalities were invited to use the trial version of the FTB System. Simultaneously, project dissemination and evaluation activities have been carried out.

The following substantial activities have been carried out in order to produce planned deliverables:

WP	DESCRIPTION OF ACTIVITIES/DELIVERABLES
WP1	<p>Project management</p> <p>Elaboration of reporting and communication plan including reporting rules, bilateral agreements signed, organization of 1st transnational meeting – Kick-off, ongoing monitoring, ongoing management activities including change management (amendments), reporting, financial management.</p>
WP2	<p>Comparative analysis of requirements</p> <p>Research at national level on feasibility of implementation of the FTB Recruitment methodology – national reports</p> <p>Elaboration Comparative report on the basis of collected data. Abstract of report in Polish, Greek, Spanish, German, English, Italian, Czech</p> <p>Full version of the report – in English</p>
WP3	<p>Development of FTB System methodology</p> <p>Elaboration of Methodology of FTB System – competency- based recruitment in public administration</p> <p>[Applied title of document : Methodology for Competency-based Recruitment for Public Administration]</p> <p>Consultations of the methodology by project partners during 2nd transnational meeting in Prague (September 2013) by representatives of public administration sector during public seminars (Poland, Spain, Greece, Czech Republic) and individual interviews (Austria)</p>
WP4- WP10	<p>Work packages related to development of prototype of each module of the FTB Tool</p> <p>Elaboration of technical specification of the FTB Tool:</p> <ul style="list-style-type: none"> - defining recruitment needs and requirements (Module 1) - support of the application process (Module 2) - support of the job application analysis process and competency test (Module 3) - support of the job interview and decision making (Module 4) - support of preparation of development plan for employee (Module 5)

	<ul style="list-style-type: none"> - support in evaluation of employee development (Module 6) <p>Development of the FTB Tool module by module and integration of them into one ICT tool available online. The FTB Tool has been developed in Polish, English, Czech, Italian, German, Greek, Spanish and is available for free at www.ftb-admin.eu after contacting partner organisations.</p> <p>User guides are available in the form of online support, short videos and e-documents.</p>
WP11	<p>Elaboration of all elements of the FTB Implementation Programme</p> <ul style="list-style-type: none"> - an example of communication plan for implementation of the FTB System in public institution - an example of programme of internal awareness raising seminars for employees - Training methodology, training curricula and training materials – support in preparation of users of the FTB tool in public administration. - Handbook for PA institution – compilation of the FTB Methodology, FTB Implementation Programme and user guides in one document.
WP12	<p>Testing phase:</p> <ul style="list-style-type: none"> - Organisation of awareness raising seminars for employees in municipalities (total indicators achieved: 16 seminars in 5 countries, 83 persons, 28 institutions involved) - Organization of trainings for public officers responsible for human resources (total indicators achieved: 13 trainings with total 25 training days, 87 participants, 18 public institutions involved) - Test recruitment process – 18 institutions involved

The evaluation (WP13) have been carried out on the basis of Quality Management and Evaluation Strategy, developed by partner responsible for this area. Project evaluation had two dimensions – internal and external. First had been based on partners’ own examination of their activities (work packages and meetings) and products (internal and external consultations, revisions) which had been collected and brought together in common evaluation report. The second one was an external evaluation (mid-term and ex-post), in order to ensure objectivity in assessment of project outputs and results.

In the process of evaluation various tools for monitoring project progress had been used in order to evaluate work progress against budget and time schedule. Among these tools the following can be mentioned: minutes of meetings, lists of participants in meetings and events, analysis of internal and external documents (internal dissemination reports, deliverables monitoring), experts analysis (especially when products will be assessed by beneficiaries), reports from consultations, Interviews/focus groups - with representatives of organizations and institutions involved indirectly in the project, with representatives of municipalities taking part in the testing stage, periodic internal reports.

Dissemination had been a horizontal activity (WP14) implemented during the whole project period. The intensity and variety of activities depended on engagement of the involved country, but in general the main target groups had been reached. The main aim of dissemination process was raising awareness and creating positive publicity around the project topic and to encourage public sector to apply changes in HR management, with use of the FTB System developed during the project.

The target group was composed mainly of representatives of public administration entities of municipal level, but also other PA institutions were interested in the project like ministries, national agencies, associations of public administration entities, VET and research organizations working for public administration.

The strategy of dissemination was based on the following aspects:

- organization or participation in events and meetings with potentials users of the tool. The underlie of this activity was the outstanding network of contacts in countries of partners. (i.e. presentation of OH on the seminar organized by the Polish NA for LLP, Monitoring Conference in Brussels, consultation seminars – all partners)
- Personal meetings, e-mailing or phone calls to representatives of PA institutions, in which presentation of project results is much more detailed (i.e. Polish Agency for Entrepreneurship Development-Poland,);
- Involvement of supporting organizations, operating close to the target group, like for example training and counselling organizations (i.e. GoldenTraining, Association of Municipalities and Districts in Malopolska-Poland, KDZ-Austria, Zero Bureaucracy District – Italy, Association of Municipalities in Lombardy, Unione delle Tori- Italy etc.)
- writing and releasing marketing materials such as press publications in magazines (HRPolska.pl, HRNews.cz, Wspólnota, Publiczni.pl), newsletters, brochures and posters. Although newsletters occurred to be not so suitable for project target groups, partners reinforced this activity with internet communication (i.e. Facebook. Partners' websites).
- on-line activities including development project website which was to be multilingual. On this website is inserted promoted material such as that aforementioned but also documents which are result of project activities. This stage of dissemination contains European Networks for results publications (ADAM Database), Facebook, project partners' websites.

The project also gained media patronage in Poland. Internet portal Publiczni.pl.

Exploitation activities (WP15) were as follows: assignment of project ambassadors (4 ambassadors appointed), setting contact point for potential users in each partner country, declarations of interest in use of the FTB tool were collected from 18 institutions from Poland, Italy and Czech Republic, development of the case study book presenting examples of testing of the FTB Tool in partner countries and uploaded on USB-sticks.

Partners defined terms of use of the FTB Tool and decided to make it available for free after the project completion, but are not precluding the use of the FTB products as supporting tools in commercial consultancy offer (i.e. if PA institution is not able to implement the FTB System itself it may order a consultant who will help to go through the process. Nevertheless they cannot be charged for use of products itself.

3. Project Outcomes & Results

Realization of the short term and long term indicators, defined in relation to project aim and specific objectives at the stage of application process, was the basis for final assessment of achievement of these goals. In this part of the report the assessment of achievement of goals was summarised.

The main aim was: **“To enhance the potential and efficiency of human resources in public sector in the context of improvement of recruitment processes organized by public bodies by implementation of competency based methodology by the mid 2015”**. In order to achieve the above mentioned aim, partners set specific goals which were designed to help to achieve this aim.

- 1. To provide public sector with competency-based methodology of recruitment supported by ICT tool combining main processes: development of recruitment needs, application and selection, evaluation and adaptation to working conditions.**

This goal was achieved in 100% through elaboration of the FTB System including the FTB Methodology, FTB Tool and FTB Implementation programme designed in the form of Handbook for public administration. The content of these outputs fully corresponds to the assumptions made in the beginning of the project.

- 2. Improve by 20% competencies of public administration workers responsible for human resources management and recruitment through enhancement of professional training s system for professional group.**

When assessing achievement of this goal, one can refer to results of the testing phase (WP12). Although the quantitative results in this area were measured in 3 countries (Poland, Czech Republic and Italy), the average indicator for increase of knowledge measured by knowledge test was between 30% and 50%. It can be said that the goal was achieved. In other countries the achievement of goals had taken the form of qualitative assessment and was measured by interviews. Introduction during seminars and trainings the new FTB Methodology, combining three important HR processes (recruitment, selection, employee development) in one and – most importantly – the ICT tool supporting this methodology, according to evaluation questionnaires resulted in increase of knowledge.

- 3. Increased equal access, especially of new skilled people, to public sector employment**

Thanks to correlation of requirements with tasks related to job position the FTB Methodology, prevents from facing candidates with excessive requirements, which would lead to exclusion of the candidate from subsequent stages of recruitment, although these requirements are not necessary for performing tasks planned for the given job position. For example a person with less professional experience could be excluded from recruitment even if it doesn't matter on the given job position.

Moreover, the e-CV proposed in the system, which refers only to competency-based requirement, prevents from assessment of candidates basing on other criteria than required (i.e. on the basis of general good impression about the CV, picture). When recruiting with the use of the FTB Tool, about employment of the person decides only those criteria which were based on competencies, were published and are known to all candidates, and last, but not least, are equal for all candidates. In this sense it can be said that the project goal has been achieved.

4. Increased transparency of recruitment procedures in public administration

The positive impact on transparency of recruitment procedures was the aspect mentioned most often by beneficiaries taking part in evaluation process.

The methodology and technical solutions implemented in the FTB Tool makes it almost impossible to use non-transparent procedures. Among this solutions we can mention:

- Defining clear criteria of recruitment and binding them to the requirements and tasks that will actually be performed by the future employee
- Ensuring transparency of requirements given to public information
- an extensive consultative panel available (brainstorming panel), through which it is possible to look at the job position from different perspectives, which increases the chance of creating a complete, fair description of the position
- involvement of different persons in defining competency-based requirements through use of commonly known brainstorming methods, which enable to avoid defining requirements inappropriate to tasks
- possibility to monitor each step of recruitment, selection process, necessity to justify decisions made in the system, technical reports from each stage etc.

The feedback received from the actual users of the system (public administration offices), shows that the system definitely increases the transparency of recruitment (recruitment procedures will be much more transparent and public).

5. Enhancement of professional quality of public services through implementation of the ICT tool and training system

The project proposed innovative approach to recruitment and selection of candidates. The FTB methodology and the FTB Tool when put into practice will enhance the quality of public services through transparency, allow for easier access to public positions, skilled public officers using new technologies.

6. Raising awareness of public administration leadership about importance of competency-based recruitment

The level of achievement of this goal exceeded the partnership's expectations. In events – seminars, trainings, conferences - organized by Project partners participated approx. 1500 people. A lot more were informed about project activities through e-mails, magazines, by post etc.

Nevertheless still there is much to be done in order transparent recruitment is placed above individual and political interests. In evaluation process public officers didn't hide this approach, and political, financial difficulties were mentioned as one of difficulties that will have to be overcome during exploitation of the project results.

7. Strengthen cooperation between public and private institutions in partner countries.

This goal has been achieved through involvement of stakeholders and target groups in activities and consultations during the whole project period. At the country level partners from business sector started cooperation with public sector also in other than FTB project field, whereas the Italian partner promoted the project among associations of public institutions which it has been involved.

It can be said that through realization of the above mentioned goals the potential of public institutions for implementation for improvement of HR procedures and increase efficiency and transparency was enhanced.

4. Partnerships

The partnership was composed of 6 Institutions from 6 European countries.

- P1 - ORANGE HILL SP. Z O.O. – Poland
- P2 - MUNICIPALITY GAZOLDO DEGLI IPPOLITI – Italy
- P3 - IBIS ACAM BILDUNGS – Austria
- P4 - INSTITUT INPRO – Czech Republic
- P5 - GRANAFORMA – Spain (till June 2014)
- P6 - EUROPEAN INSTITUTE FOR LOCAL DEVELOPMENT – Greece.
- P7 – HOMINEM CHALLENGE – Spain (replaced GRANAFORMA in January 2015)

ORANGE HILL SP. Z O.O. – Poland – training consultancy company offering for public administration methodologies and ICT tools supporting organizational management, like i.e: Employee Satisfaction Assessment, Assessment of Organizational Culture, Knowledge Management Assessment, Service Quality Assessment, etc. It applies in its offer the competency-based approach. OH staff has also experience in EU project management at national and European level.

MUNICIPALITY GAZOLDO DEGLI IPPOLITI – Italy – The lead partner of the “Zero Bureaucracy District”, the network gathering municipalities in Lombardy Region, working on joint management of public services, elimination of bureaucracy in public sector and implementation of ICT. It has a perfect overview on the needs of project beneficiaries representing public administration.

IBIS ACAM BILDUNGS – Austria – the core competence of this partner lies in the field of personal development and occupational trainings. It operates close to the labour market and knows a lot the needs of potential employees.

INSTITUT INPRO – Czech Republic – operates in the field of continuous education and vocational trainings, by organizing long term certified courses (i.e. in Marketing, HRM) . It develops modern form of education based on the ICTs.

GRANAFORMA – Spain – provided recruitment services, trainings and courses for public administration, business as well as for the unemployed; operated very close to public authorities.

EUROPEAN INSTITUTE FOR LOCAL DEVELOPMENT – Greece - is responsible for projects that lead to the strengthening of international collaboration and the mutual recognition between authorities at the national and international level, research institutions, universities and NGO's working worldwide.

HOMINEM CHALLENGE – Spanish training and consulting company.

The most important value of this partnership was:

- the variety of countries with different background and history of public administration (southern and western Europe, post-communist countries, “old” EU countries and newcomers),
- the variety of institutions involved (PA entities, training and consulting companies, NGOs, universities, association of public and private institutions)

This combination of backgrounds and approaches gave the Partnership an overview of the public sector. On one hand made it more difficult to find the common ground in some substantial issues, but on the other hand a platform for exchange of good practices and experiences was built.

During the project cooperation, partners learnt a lot of essential information about each other, each country conditions for implementation of the project and various approaches to work performance.

Partnership was composed of experienced institutions both in implementation of EU projects and in cooperation with public administration. The work had been divided in the way they could support the high quality performance in terms of substantial aspects, like development of the FTB Methodology, guidelines for elaboration of development plans, designing job descriptions and questions for various stages and selections, etc.

This way partners had been able to guide themselves and PA institutions in implementation of the FTB System.

Particularly valuable is the presence of associated partners representing beneficiaries with knowledge on the real practices, strengths and limitations of proposed solutions. Their consultative role was invaluable for development of good quality and transferable results.

The added value of the partnership reflects in widening of network of potential partners for the future activities and increased possibility to cooperate not only on EU-project basis but also on commercial ones.

5. Plans for the Future

The project has been finished but project partners do not rule out further use of products delivered within the project.

In order to ensure the use of FTB System by public administration institutions, all the products will be available for potential users on Orange Hill's servers for at least the next 2 years.

All partners and the European community own property rights for the methodology and the system can be used by partners, public institutions and other entities.

Interested Partners are free to create own commercial training and consultancy offer related to support in implementation of the FTB System, but the use of the FTB System itself cannot be charged. The FTB System can also be exploited within other national or European projects.

In Poland the FTB Tool is already presented as a part of the tool-box offered to public administration and business.

All products of the FTB System are also developed in English which enables to present them not only in partners' countries but also to extend the market coverage.

The FTB Tool was interesting also for representatives of business sector, and has potential to be implemented also in this professional area, although no direct actions have been undertaken so far.

6. Contribution to EU policies

One of the most substantial problems the European Union is facing low quality of activities in public administration. Of course, all EU countries define this problem in different way but we are able to find some common elements of this poor situation like: low standards in services, insufficient skills and knowledge of the public officers. In order to solve common problems emerging in public sector in European countries: inefficiency of public employees, difficult access to public positions, lack of ICT tools and skills in public offices. For that reason, there is a need to apply one integrated approach which can be adapted to requirements and needs of European countries in terms of education, implementation of innovative solutions and ICT to public administration.

The project in general contributed to realization of EUROPE2020 strategy and its flagship initiatives, i.e.:

Agenda for new skills and jobs. Through careful setting tasks and competency-based requirements and carrying out the process of recruitment and selection on the basis of the same requirements, the project will enable better matching labour supply and demand.

Digital agenda for Europe. Pillar VI – Enhancing digital literacy, skills and Inclusion – through education of public officers in use of new technologies at work (seminars, trainings of FTB System), Pillar VII – ICT-enabled benefits for EU society – through enabling citizens to use internet in application process for positions in public administration; this approach will increase number of online services available to citizens online on one hand but also the added value is less paper work, speeding up communication between candidates and public employers

Main objectives of the FTB project comply with recommendations of European Commission addressed to the public sector, although in the course of the project it was observed that broad implementation of the FTB Tool will be possible only when basic ICT skills will be improved.

Improve the application of the public funds

The FTB System is the approach for realization this recommendations. The easy-to-use electronic tool is a solution for cost inefficiency recruitment process in public sector and slowness of managers of HR. Not only quality of public services can be changed but also way of planning public expenditure. Costs off employees will be less so public fund will be spent on more necessary issues.

Tackling high unemployment

It was not main aim of the project but we can agree it is kind of additional positive effect. Thanks FTB system, turnover of the workforce will be less because potential candidates will be hired on the more adequate position which will be comparative with their experiences and qualifications.

Counteracting discriminatory practices and not transparent procedures

Use of the FTB System ensures recruitment and selection based on competencies/skills directly related to job position. This way such criteria like age, gender etc. will be improper and will not undergo assessment and enable equal access to public positions. Registration of

all activities performed with the use of the system and system and reporting enhance transparency.

Project contributes also to realization of objectives of the Lifelong Learning Programme, of which the most significant are:

LLP-Obj-a – The existing FTB methodology and the FTB tool, which is being developed may be applied Europe-wide in public administration. The methodology will serve specific professional group-HR managers in PA and new employees starting work in public body. Training programmes for the users of FTB methodology and development schemes for newly employed will contribute to professionalization and increased efficiency of PA. FTB method will foster culture of performance-orientation in civil service.

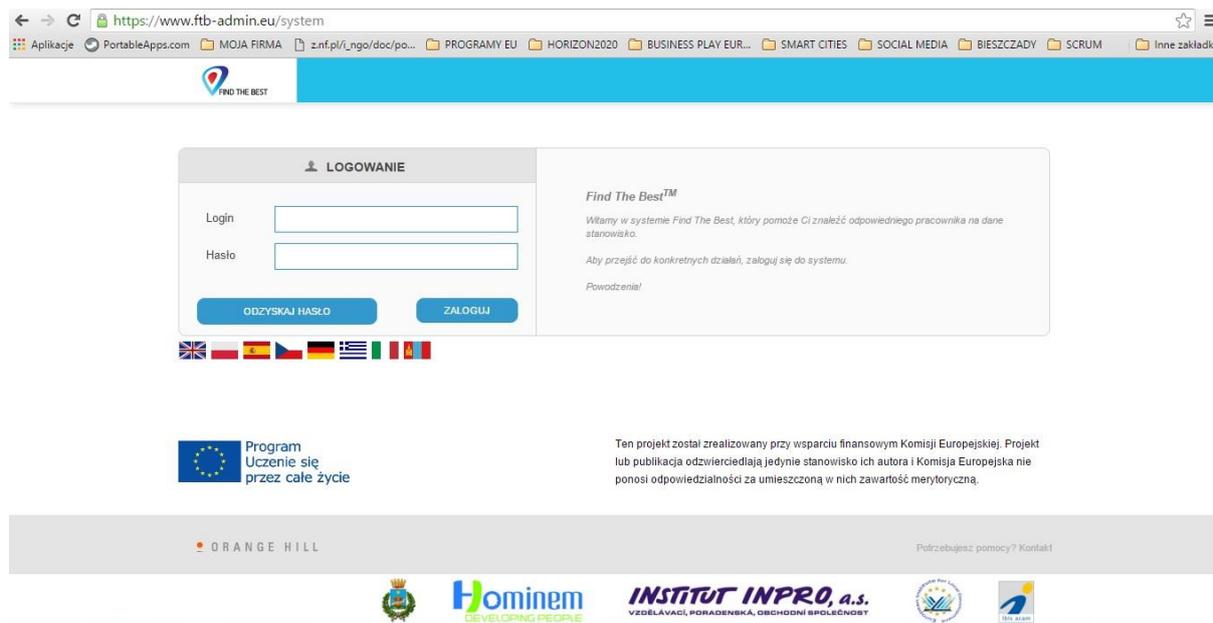
LLP-Obj-h – The FTB Tool will support the every-day-activities of HRM responsible; the training methodology and programmes based on the ICT tool will improve qualifications of public officers in relation to use ICT at work

Leo-SoObj-a – The FTB Methodology combines three main processes in acquiring employees in the organization – defining competencies needed for the position, carrying out recruitment and selection process and finally setting and assessment of development goals. All the three stages are built on the competency-based approach.

7. Visualisation of project products - example

In this section some examples of project products are presented.

1. FTB Tool



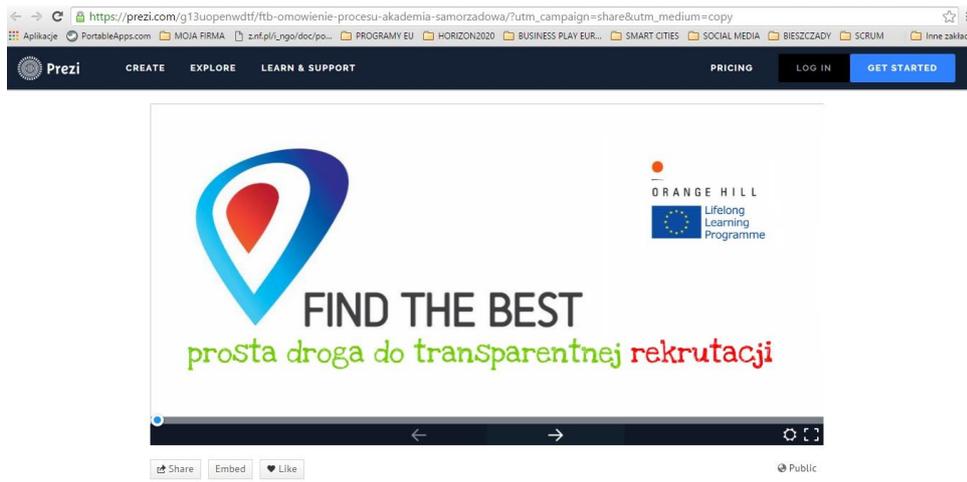
The screenshot shows the login page of the FTB Tool. The browser address bar displays <https://www.ftb-admin.eu/system>. The page features a blue header with the 'FIND THE BEST' logo. The main content area is divided into a login form on the left and a welcome message on the right. The login form includes fields for 'Login' and 'Hasło' (password), with buttons for 'ODZYSKAJ HASŁO' (forgot password) and 'ZALOGUJ' (login). The welcome message reads: 'Find The Best™
Witamy w systemie Find The Best, który pomoże Ci znaleźć odpowiedniego pracownika na dane stanowisko.
Aby przejść do konkretnych działań, zaloguj się do systemu.
Powodzenia!

Below the login form are several small national flags. At the bottom of the page, there is a footer with the 'ORANGE HILL' logo, the text 'Potrzebujesz pomocy? Kontakt', and logos for 'Hominem', 'INSTITUT INPRO, a.s.', and 'Prezi'.

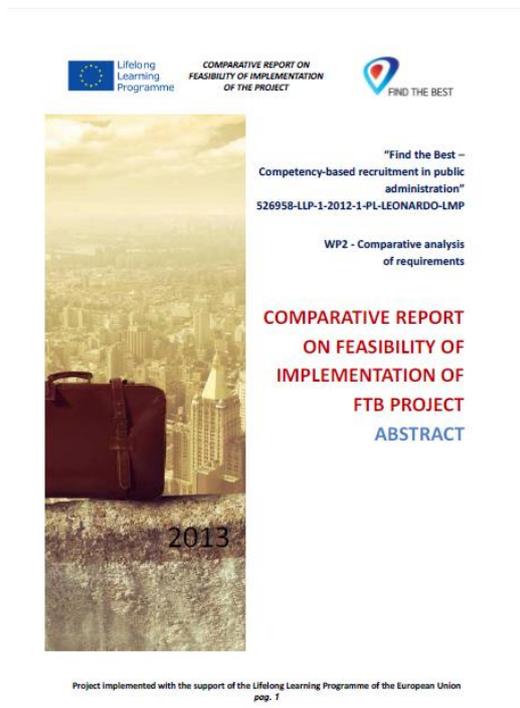
2. PROJECT PRESENTATIONS – PREZI.COM



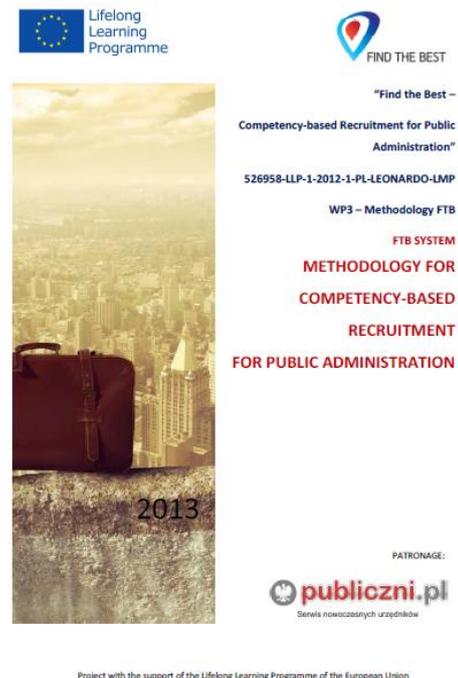
The screenshot shows a Prezi presentation slide. The main image depicts a man in a suit standing on a rooftop, looking out over a city skyline at sunset. A brown suitcase sits on the ground next to him. The text on the slide reads: 'FTB SYSTEM
Competency-based Recruitment in Public Administration'. At the bottom, it says 'FIND THE BEST YOU CAN GET'. The Prezi logo is in the bottom left corner, and there are navigation arrows at the bottom of the slide.



3. COMPARATIVE REPORT



4. FTB METHODOLOGY



5. PROJECT POSTER

FIND THE BEST
Competency Based Recruitment in Public Administration

USE THE INNOVATIVE SYSTEM OF RECRUITMENT IN PUBLIC ADMINISTRATION!

For more information visit:
www.findthebest-ftb.eu

Project N° 526958-LP-1-2012-1-PL-LEONARDO-LMP.

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6. PROJECT NEWSLETTER

NEWSLETTER NO 3

FTB System Methodology

Hereby we present the Methodology of Competency-based Recruitment in Public Administration, which is the core of the FTB System developed within our project.

FTB Methodology presents all the stages of the recruitment process, including defining needs for specific competences, recruitment and selection as well as implementation of the newly employed persons to the work conditions. It also defines roles of the people participating in the process, and shows, step by step, how to select the right person with use of the electronic web-based tool.

[FTB METHODOLOGY EN](#)

Consultation of the FTB methodology in the conference for HR managers in public institution

The consultations of the FTB methodology seminars have been finished. Almost 40 people took place in focus groups, face to face meeting, Open discussion to collect feedback on the FTB methodology or prepared writing statement. The first seminars was organized in Greece, the last was held in Poland.

The participants of the seminar knew about the FTB system and also have had the opportunity to share their opinion about the methodology and assess the usability, effectiveness, possibility to implement it in the wide scale in public administration, as well as selection criteria.

The report collected all findings under consultants were created. It included strengths and weakness point of the FTB system implementations, recommendations and the expected impact.

[Description of the results of consultations](#)

The first video conference and meeting in Granada

On April 1st, 2014 the projects partners attended the first project video conference. The aims of the on-line conference were to present and explain partners how the first module of the FTB Tool works (defining recruitment needs and requirements, as well as selection criteria).

The last partner's meeting was in Spain, in Granada - on ... It was be the occasion to sum up the 1,5 years for the project have been realized.

[Scema of video](#)

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