

Ordinance No. 7¹
of the Head of Civil Service
of 16th December 2020

**amending ordinance concerning the standards of human resources management
in the civil service**

Pursuant to Article 15.9 of Act of 21st November 2008 on Civil Service (Journal of Laws of 2020, items 265 and 285) it is hereby ordered as follows:

§ 1. In Ordinance no. 6 of the Head of Civil Service of 12th March 2020 concerning the standards of human resource management in the civil service, in the Attachment, Part III "Recruitment, employment and induction to work", point 1 is replaced by the following:

"1. Filling positions in which a person manages employees

1. Before appointing a person to a senior position in the civil service, it shall be assessed whether she or he meets the requirements set out in the Civil Service Act, and such assessment shall be documented.
2. Before filling a position in which a person manages employees, it shall be assessed whether candidates for such position possess managerial competencies, and such assessment shall be documented.
3. In order to assess competencies objectively, appropriate tools shall be used (e.g. psychological tests, skill tests, practical tasks, presentations, behavioural interviews, assessment centre exercises).
4. It is recommended that in case there is no candidate for a senior position in the civil service, a competition for this position is organised and information about it is published in a place publicly accessible at the seat of the office and in the Public Information Bulletin of office."

§ 2. The order shall enter into force upon signing.



SZEF SŁUŻBY CYWILNEJ

DOBROŚLAW DOWIAT-URBAŃSKI

Dobrosław Dowiat-Urbański

¹ Unofficial translation – for information purposes only. In case of any discrepancy between the original version in the Polish language and the English translation of the text, the original document will prevail. Original version is available at: <https://www.gov.pl/web/sluzbacywilna/standardyzyl>.