

SUMMARY OF RECRUITMENT PROCEDURE

Responsibilities	Steps	Descriptions
Heads of Units	Identifying recruitment demands	5.2.1
DUE management board; Director of UD	Approve the recruitment demands	5.2.2
Office for Personnel and Administration	Recruitment announcement	5.2.3
Office for Personnel and Administration	Receiving applications	5.2.4
Office for Personnel and Administration	Reviewing applications	5.2.5
Management board, Office for Personnel and Administration	Establishing the recruitment board	5.2.6
Office for Personnel and Administration	Announcing eligible applicants	5.2.7
The recruitment board	Meeting with eligible applicants	5.2.8
Ban Giám hiệu, Office for Personnel and Administration	Establishing support units for the recruitment board	5.2.9

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