

### **INSTRUCTIONS FOR THE COMMITTEE SECRETARY**

1. The secretary will inform the Human Resources Service of the URV of the committee's date of constitution. The Human Resources Service will publish this date on the selection process website.
2. The secretary will inform the Human Resources Service of the URV of the date of the first test. The Human Resources Service will publish this date and summon the candidates to make their presentations.
3. The secretary will receive by email the individual candidate reports written by each member of the committee and will present them on the day of the first test so that the joint reports may be written.
4. The secretary will present in person to the Human Resources Service the final list of successful candidates, duly completed and signed by all the participating members.
5. The secretary will keep a record of all the sessions, will be responsible for sending out any necessary information and will be responsible for all the records and documents that may be generated in relation to the process.