



RACI MATRIX

- **R** – Responsible – who is responsible for completing the entrusted task
- **A** – Accountable (sometimes also Approver) – who is responsible for the whole task, answerable for what has been done
- **C** – Consulted – who can provide valuable advice or consult the task
- **I** – Informed – who is supposed to be kept up-to-date on progress of the task or about the decisions made while the task was being completed

	Human Resources Department	Tenderer	CSP	Chairperson CSP
SP announcement by the tenderer	I	R		
production of the advertisement	R	I		
the tenderer shall appoint a commission for the selection procedure (CSP) including its chairperson	I	R		
acceptance and record keeping of the delivered applications	R			
discarding candidates from the SP			I	R
by secret ballot, the CSP shall decide on ranking of the candidates by order of preference, alternatively on exclusion of unsuitable candidates			R	R
writing out minutes from the CSP meeting			I	R
without delay, the tenderer shall publish the information about the conclusion of the SP by selecting/not selecting the candidate in the public part of the University websites	I	R	I	I
conclusion of the SP	I	R	I	I
within 7 days at the latest from the decision on the result of the selection procedure, the tenderer shall communicate his/her decision in writing of acceptance or rejection to all the candidates who participated in the selection process	R	I		