



Open Transparent Merit based Policy for Recruitment of Researcher

Introduction

IAPG CAS

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Annexes:

The purpose of this Policy is to set up rules for the recruitment of researchers in the Institute of Animal Physiology and Genetics CAS (hereinafter only "IAPG") so that it fully complies with the Code of Ethics for Recruitment of Researchers that must be adhered to in order to achieve the HR Award. IAPG follows the principles stipulated in the European Charter for Researchers.

In line with the above Charter, IAPG has committed itself to secure supporting working conditions for all its researchers. The emphasis is placed on their career development and their engagement with the public and popularisation of sciences. IAPG seeks to make work and life easier for foreign researchers, namely by provision of welcome services and through a process of adaptation to the new workplace.

Wherever this document refers to a "job seeker" or a "candidate" or an "employee", the masculine gender is used for convenience only to make sure the text is easily readable; in no way is the text meant to discriminate anyone on the grounds of gender.

Article 1 Basic principles

- *Openness and transparency*

All candidates will be informed on the number of job vacancies and on the details of the specific jobs available by means of job advertisements. The candidates will also be able to find the information on the recruitment procedure in publicly available documents of IAPG (e.g. this document). Each candidate will be informed of the evaluation of their application in the recruitment without undue delay.

- *Consideration based on valuable contribution*

When selecting a suitable candidate for a certain job within IAPG, the entire working history of the candidate will be considered. The contribution of the candidate will be considered both qualitatively and quantitatively and the recruiters will take into account not only the candidate's past experience but also his entire potential in broader terms.



- *No discrimination*

Potential employees will not be discriminated on the grounds of their age, sex, beliefs and religion, social origin or nationality, ethnicity, religion or belief, sexual orientation, disability, political opinions or social or economic conditions.

Article 2

Classification of profiles of researchers

The list of the job vacancies we offer uses an established classification of researchers, which helps identify their experience profile in broader terms irrespective of the job or sector they have worked in.

There are four stages:

- *Early-stage Researcher* (“Výzkumný pracovník prvního stupně”) (R1; V1, V2, V3) – a student of doctoral studies, an early-stage researcher without a PhD degree, with research experience shorter than four years
- *Recognised Researcher* (“Uznaný výzkumný pracovník”) (R2; V3, V4) – a holder of PhD degree, not yet autonomous, with research experience longer than four years.
- *Experienced Researcher* (“Zkušený výzkumný pracovník”) (R3; V4, V5) – an experienced researcher with a high degree of autonomy, with research experience longer than four years.
- *Lead Researcher* (“Vedoucí výzkumný pracovník”) (R4; V6) – a researcher who leads his own research area.

Article 3

Notification of recruitment

Any recruitment for researchers of category R1-R4 must be reported to the HR Department, at least one month prior to the anticipated date of commencement of employment of the selected candidate. The notification must be sent by email.

Article 4

Advertisement of job vacancies

The HR Department of IAPG has prepared a template for job advertisements that will be adjusted for the relevant job vacancy in cooperation with the future direct supervisor.

The job advertisement template includes:

- *Basic information* – job title and description of the job, workplace, type of the job, type of employer-employee relationship and its duration, full-time equivalent, gross salary, anticipated date of commencement of the employment, deadline for applying for the job, etc.
- *Formal elements/requirements* – acquired education, language competences and others
- *Additional information* – benefits (more on benefits [HERE](#)), link to the official IAPG website and other notes

Any job advertisements will be published on EURAXESS portal and on the IAPG's website, social media Twitter. If agreed so, it will be also published on any other free or paid web portals (jobs.cz, LinkedIn, www.researchjobs.cz, www.researchgate.net, www.science.hr).

Article 5

Selection committee

The Director of IAPG will appoint a selection committee for each advertised job vacancy by the deadline for the job applications in the recruitment at the latest. The Director of IAPG will receive the background information compiled by the HR Department at least one week prior to the deadline. The Director of IAPG will select the members of the selection committee out of a list of employees trained in this matter. The selection committee has at least three members. If possible, women and men will be equally represented in the committees. There must always be an odd number of members of the selection committee. The committee must include (1) a representative of the IAPG's management, (2), the direct supervisor of the potential future employee filling the respective job vacancy and (3) an employee of the HR Department.

Article 6

Collecting job applications

Within three business days from the deadline for applying for the job, the respective future direct supervisor and an HR employee will jointly assess compliance with all formal requirements of all received application documents, in line with the requirements specified in the recruitment.

The future direct supervisor and an HR employee will select all formally compliant job applications, which they will recommend for the first round of the recruitment. The other job applications will be eliminated. Unsuccessful candidates are immediately informed of the fact by an HR employee by email.

Article 7

First round of the recruitment

Upon consulting the members of the Selection Committee, the HR Department will set up a date of the first round of the recruitment. The HR Department will prepare the evaluation form of the recruitment and the documents received from all candidates who have been shortlisted in the assessment of formal requirements. The meeting of the selection committee will be held within one week from the deadline for applications for the job at the latest and the selection committee will assess all job applications from the viewpoint of relevant qualification and professional requirements needed for the job position. The selection committee will shortlist three candidates for the second round of the recruitment. All members of the selection committee will complete the evaluation form of the first round and sign. Unsuccessful candidates are immediately informed of the fact by an HR employee by email.

Article 8

Second round of the recruitment - Job interview

If possible, the job interview will be held in person. Given the fact that the candidates cannot often appear in person, an online job interview will be of equal value. The date of the meeting of the selection committee will be set up by the HR Department, upon consulting all the members of the selection committee. The HR Department will prepare the evaluation form of the second round of the recruitment. The second-round

meeting is chaired by an HR employee who is responsible for compliance of European Charters for Researchers & Code of Conduct for the Recruitment of Researchers.

At the beginning of the job interview, the HR employee will introduce the members of the selection committee to the candidate. After that, they will describe the relevant job vacancy and working conditions in detail. Later on, the candidate will be asked to introduce himself and to describe his working experience. Next, there is room for the members of the selection committee to ask specific questions. The number and type of the questions asked will depend on how the interview has been unfolding so far. At the end of the interview, the candidate will be informed of the time and method of notice of the results of the interview. Once the job interviews with all candidates who have been shortlisted to the second round of the recruitment are over, the selection committee completes the evaluation forms of the recruitment. Each candidate will be considered in a discussion of the members of the selection committee that will later result in a joint decision on the ranking of the candidates and the best candidate.

Article 9

Filling the job vacancy

The HR Department will inform the Director of IAPG of the result of the recruitment. If the Director of IAPG approves of the candidate, the candidate who has been selected for the job by the selection committee will be informed of the fact by email and will be offered an employment contract under specific conditions. If no candidate meets the selection criteria, the Director of IAPG may cancel the entire recruitment procedure.

The draft employment contract includes:

- Information on the full-time equivalent;
- Date of commencement of the employment;
- Gross salary or amount of remuneration;
- Working hours;
- Term of the employment.

The candidate will be allowed an adequate time (1-2 days) to consider the offer and he will communicate his decision by email. Once an agreement with the successful candidate is reached, the shortlisted unsuccessful candidates will be informed of the results of their participation in the recruitment procedure by an HR employee by email. If the candidate refuses the job offer, the HR employee may offer the job to the second-best candidate.

Article 9

Objections and complaints

Any objections to or complaints about the recruitment procedure may be addressed to personalni@iapg.cas.cz.

The unsuccessful candidates may appeal against the result of the recruitment procedure within seven days; this information is included already in the job advertisement. The response to the appeal is communicated by email. The HR employee will record the complaint in line with Policy No 9 and refers it to the Ethics Committee of IAPG together with the evaluation forms of the first and second round of the recruitment and with the received documents. The Ethics Committee will consider the complaint and take a decision. The Ethics Committee will consider the complaint and take a decision, which fact will be notified to the complaint-maker, Director of IAPG and the members of the selection committee by the HR employee.

Article 10

Mechanisms of quality checks of recruitment

Once a year, always in the first quarter, the IAPG Council shall assign one of its members with inspection of the recruitments. An HR employee will compile a report for each calendar year. The assigned member of the IAPG Council will check whether the recruitments were held in line with the Code of Ethics for Recruitment of Researchers and in line with this Policy.

This policy was approved by the IAPG Council on 8 November 2021 and become effective upon their execution.

In Liběchov on 11 November 2021

[illegible signature]

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