

MANUAL OF OPEN TRANSPARENT MERIT BASED RECRUITMENTS

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.

Basic principles are stipulated Open Transparent Merit based Policy for Recruitment of Researcher (hereinafter only the "OTM-R Policy").

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 basic stages, designated as R1-R4:

- *Early-stage Researcher ("Výzkumný pracovník prvního stupně") (R1)* – 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)* – a holder of PhD degree, not yet autonomous, with research experience longer than four years.
- *Experienced Researcher ("Zkušený výzkumný pracovník") (R3)* – an experienced researcher with a high degree of autonomy, with research experience longer than four years.
- *Lead Researcher ("Vedoucí výzkumný pracovník") (R4)* – a researcher who leads his own research area.

When specifying the offered job vacancy, requirements for individual levels of the classification of researchers are defined.

- a) Specification of requirements for R1 and R2 levels – a CV and a short motivation letter.
- b) Specification of requirements for R3 and R4 levels – a CV, and a short motivation and references from two other relevant researchers, including their contacts.

This classification is part of OTM-R Policy.

3 Advertisement of job vacancies

The HR Department of IAPG has prepared a template for job advertisements that will be adjusted for the relevant job vacancies in cooperation with the future direct supervisor of the job applicant (for the job advertisement template see Annex No 1 hereto)

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

When preparing the job advertisements, it is imperative to maximally reduce any administration burden for the job candidates during the recruitment.

All job vacancies will be advertised through Twitter social media and all of them include a link to the IAPG's website, the HRS4R webpage.

4 Selection Committee

- a) In virtue of the Decision of the Director of IAPG, a list of employees trained in competences required to be appointed to the selection committee is made.
- b) The HR Department will suggest who should be appointed to the selection committee for the relevant recruitment and send this suggestion to the IAPG Director's Office to be approved by the Director. The suggestion will be prepared one week prior to the deadline of the job applications to the recruitment at the latest.
- c) The Director shall appoint the selection committee based on the presented suggestion on the day of the deadline for the job applications in the relevant recruitment. The IAPG Director's Office shall inform the members of the selection committee of their appointment.
- d) There must always be an odd number of members of the selection committee.
- e) Women and men must be equally represented in the committee.
- f) The committee must include an HR employee responsible for compliance with the principles of [European Charters for Researchers & Code of Conduct for the Recruitment of Researchers](#)).

5 Draft employment contract

If university degree is required for the position, the future direct supervisor will define the qualification level and specific features of the employment contract.

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.

6 OTM-R Procedure

6.1 Preparation and publication of the advertisement

- a) The future direct supervisor or a deputy designated by him will contact an HR employee with a request for advertisement of the relevant job vacancy at least 6 weeks prior to the anticipated date of commencement of the employment of the job applicant.
- b) An HR employee shall ask the future direct supervisor or a deputy designated by him to fill in the job advertisement template, including all requirements, in Czech and in English.
- c) The future direct supervisor or a deputy designated by him shall fill in the required elements of the job advertisement and send it back to the HR employee without undue delay.
- d) Once the final version of the job advertisement is approved by the future direct supervisor, including the deadline for the job applications in the recruitment, the designated HR employee shall post the advertisement on EURAXESS website (<https://EURAXESS.ec.europa.eu/>), CAS website (<https://www.avcr.cz/cs/o-nas/kariera/vedecke-pozice/>), and IAPG website <https://www.iapg.cas.cz/cs/>, on Twitter social media, and where applicable, also on web portals such as www.researchjobs.cz; www.researchgate.net; www.science.hr; jobs.cz; LinkedIn; the advertisement will be in Czech and English version and it must be published at least for a period of three weeks in line with the Statutes of the Czech Academy of Sciences.

6.2 Collection of job applications and assessment of meeting formal requirements

- a) The HR Department will respond to all candidates for the job vacancy confirming the receipt of their job application and their inclusion in the recruitment by the day of deadline of the job applications at the latest.
- b) 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 job applications. The required elements are always included in the wording of the published advertisement; usually these requirements concern completeness of the received documents and compliance with the qualification criteria (level of education, field of study, level of language competences).
- c) The future direct supervisor and an HR employee will separate all formally compliant job applications, which they will recommend for the first round of the recruitment, from those that have not complied due to formal shortcomings.
- d) Unsuccessful candidates who have not complied with the formal requirements will be informed of the fact by an HR employee by email on the date of the decision on elimination of their job application from the recruitment.

6.3 First round of the recruitment

- a) The HR Department will prepare the evaluation form for the first round of the recruitment and the list of candidates (see Annex No 2) and all documents received from all candidates who have been shortlisted in the assessment of formal requirements.
- b) Upon consulting the members of the Selection Committee, the HR Department will set up a suitable date of the first round of the recruitment.
- c) The meeting of the selection committee will be held within one week from the deadline for the job applications 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.
- d) The selection committee will separate all job applications that complied with the requirements and have been recommended for the second round of the recruitment, from those that have been eliminated from the recruitment.
- e) Unsuccessful candidates who have not been shortlisted in the first round will be informed of the fact by an HR employee by email on the date of the decision on elimination of their job application

from the recruitment and on the fact that the candidate has not been shortlisted to the second round of the recruitment.

- e) 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.
- f) In the evaluation form for the first round of the recruitment, the selection committee will indicate “Yes” next to the names of the three candidates who have been selected to the second round. If there are fewer than three candidates shortlisted, they will indicate the actual number. The committee shall sign the evaluation form for the first round.

6.4 Second round of the recruitment

- a) The HR Department will set up the date of the meeting of the selection committee, upon consulting all the members of the selection committee and will inform all the candidates who have been shortlisted to the second round about the date.
- b) The HR Department will prepare a schedule of the meetings with the candidates for the selection committee. At the same time, the HR Department will prepare an evaluation form for the second round of the recruitment. If the candidate cannot appear in person, an online form of the interview will be of equal value.
- c) The second-round meetings of the selection committee are chaired by an HR employee. According to the schedule, he will welcome each candidate and introduce him to the members of the selection committee, inform him of the procedure ahead, of the job position and working conditions. Next, he will ask the candidate to introduce himself and to describe his working experience. Next, the HR employee will give room to 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. In this round, it will be decided on the best candidate so there should be specific assignments at this stage of the recruitment. This will help the committee to see the candidate to under pressure. It will help reveal weak and strong syllables of the candidate that they may discuss in the following part of the interview. For future job advertisements, it is advisable to be aware of the way the candidate has learnt about the job vacancy and what was his motivation to apply for a job with IAPG.
- d) The meeting of the selection committee is closed by the HR employee. He will appreciate the attendance of the candidate informing him that within seven calendar days the candidate will receive an email message with the result of the recruitment. The HR employee will also notify the candidate of the fact that he may receive feedback if he wishes so.
- a) The members of the selection committee will fill in a brief assessment of the personal traits (strengths and weaknesses) and professional qualities of the candidate and reasoning for selecting/rejecting the candidate (the assessment is recorded directly in the evaluation form of the recruitment, see Annex 3). The selection committee will rank the candidates in case the selected candidate eventually refuses the job offer.
- b) The selection committee will sign the evaluation form for the second round of the recruitment. The evaluation forms for the first and the second round of the recruitment and the documents received from all candidates will be archived with the HR Department.

6.5 Selection of the best candidate and filling the job vacancy

- a) The HR employee will immediately inform the Director of IAPG of the result of recruitment. If the Director approves of the selected candidate, the HR employee will inform the candidate of the result of the recruitment by email.
- b) 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 unsuccessful candidates shortlisted for the second round will be informed of the results of their participation in the recruitment procedure by an HR employee by email.

- c) If the candidate refuses the job offer, the HR employee may offer the job to the second-best candidate in the second round of the recruitment, as decided based on the assessment by the selection committee.
- d) The candidate who has selected is offered an employment contract.

6.6 Objections and complaints

If a candidate is not happy with the course of the recruitment, its contents, questions or the way of treatment or with the result of the recruitment, he may file any objections or complaints with the HR employee who has communicated with the candidate so far; these objections/complaints may be filed within 7 days from the notification of the result of the recruitment. The HR employee will record the complaint in line with Policy No 9 and refers it to the Ethics Committee of IAPG (appointed based on Decision of the Director of IAPG No RŘ-18-2021), 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, which fact will be notified to the complaint-maker, Director of IAPG and the members of the selection committee by the HR employee.

6.7 Evaluation of the course of the recruitment

In order to evaluate and assess the quality of recruiting new employees, there will be an annual evaluation of the OTM-R quality. The evaluation of the past year will always take place in the first quarter. An HR employee will compile a report on recruitments in the past period and will hand it over to a member of the IAPG Council assigned with the evaluation task by the IAPG Council. The assigned member of the IAPG Council will consider the report from the viewpoint of the OTM-R policy. Based on the outcomes, this member may suggest any changes in the recruitment procedure to the Director of IAPG. Another method of continuous control of quality of the recruitment is to always cooperate with an HR employee in the entire course of the recruitment, including in the job interviews.

Annexes:

- Open Transparent Merit based Policy for Recruitment of Researcher_(hereinafter only the “OTM-R Policy”).
- Forms:

Annex No 1: Required Elements of Job Advertisements

Annex No 2: Template of the evaluation form for the first round of the recruitment

Annex No 3: Template of the evaluation form for the first round of the recruitment

This manual was approved by the IAPG Council on 8 November 2021 and becomes effective upon its execution.

In Liběchov on 11 November 2021

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