



Open and Transparent Recruitment and Selection of Scientific, Research and Development Staff at J.E. Purkyne University in Ústí nad Labem (Open, Transparent and Merit-based Recruitment)

Preamble

J.E. Purkyne University in Ústí nad Labem (hereinafter referred to as „UJEP“) implements the principles laid down in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (hereinafter the "Charter" and the "Code") within the Human Resources Strategy for Research (hereinafter „HRS4R“). UJEP adopted these principles in 2017. HRS4R is relating to the free movement of researchersⁱ, the development of the European Research Area, the principle of equal opportunities in the environment of research institutions, the promotion of mobility and making the research careers more attractive.

Background

Recruitment of researchers and selection procedures for scientific, research and development staff shall be governed by a policy of openness, transparency and merit-based contribution of candidates, as set out in the Charter and Code of Practice:

a. Openness: Vacancies are published in the form of advertisements on UJEP website, social media and EURAXESS website in English, so that the target group of candidates is addressed to the maximum extent.

b. Transparency: The process of selection procedures is simple and comprehensible. Transparency of the selection procedures contributes to increasing the credibility of UJEP. Each candidate is informed in advance about the process of the specific selection procedure, its timetable and the selection criteria. Candidates are informed in time if there are any changes during the selection procedure that affect them. All candidates are informed of the selection procedure's outcome.

c. Judging merit: When selecting candidates, their previous experience, results as well as their potential are taken into consideration. Judging the merit helps to ensure that each job is filled by the most suitable candidate. The criteria for judging the merit are included in the job requirements.

d. Equal opportunities: Gender, age, race, nationality, faith, political opinion, sexual orientation, physical disability, social background or financial situation are not decisive in the selection procedure. All candidates are treated with respect, providing equal opportunities for all candidates.

Legislative framework

The process of recruitment and selection of scientific, research and development staff is generally embodied in the Selection Procedure Rules of UJEP (hereinafter "SPR"). This document belongs among UJEP internal regulations, and is therefore approved by the Academic Senate of UJEP and registered by the Ministry of Education, Youth and Sports of the Czech Republic. SPR is amended by the Methodology to the Selection Procedure Rules of UJEP. The system of recruitment and selection of employees is a living process during which the follow-up regulations and documents (forms, methodological manuals) are continuously reviewed to maximize the application of OTM-R principles in practice.

All employees that participate in selection procedures are made aware of all relevant regulations and documents in advance.



The process of recruiting and selecting scientific, research and development staff

Responsibility for organization of the staff recruitment process at UJEP is assumed by UJEP Employees Department (hereinafter “ZAMO”); management of UJEP or the Dean of the respective faculty are responsible for the selection. ZAMO also keeps records on all documents relating to selection procedure in accordance with the Regulation of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR).

The process of recruitment and selection of candidates is divided into three stages in OTM-R:

Candidates recruitment stage

- a. Advertisements for filling a job are always brief and apt, with a link to website with more detailed information where necessary.
- b. Vacancies for scientific, research and development staff (so-called R1–R4) are always published on EURAXESS portal and, where appropriate, on other suitable job portals.
- c. As part of reducing the administrative burden, all annexes to the application are preferred to be in electronic form. Where required, the application may also be delivered in person to UJEP filing room. Original documents are only required from the candidate who was provided a job offer.
- d. Each advertisement specifies a contact person for questions, if any, and for sending the application to the selection procedure. The preferred form for sending applications is by e-mail.
- e. If the selection procedure period is extended by UJEP, all candidates are informed thereof.
- f. Each candidate shall receive a confirmation that his/her application has been successfully filed. Applications received after the set out deadline shall not be taken into account.

Candidates evaluation stage

- a. The candidates are assessed by a selection Commission . The Commission members have the relevant experience, qualifications and competencies. In the case of interviews with foreign candidates, the Commission members shall conduct the interview in English.
- b. The Commission members are independent and not in conflict of interests.
- c. There are clear rules set for the selection Commissions and their members. When creating a Commission, expertise and gender balance are taken into consideration.
- d. The contribution of candidates is assessed both qualitatively (level of experience) and quantitatively (amount of experience), focusing on their professional results and lifelong career progression with an emphasis put on research experience.
- e. Experience with mobility (residing in another country, working in other research or professional institution) is evaluated positively.
- f. The candidate evaluation also takes into account the performance of the so-called third role and the candidate's experience within non-research activities.
- g. Changes in career are considered as a career development and potentially valuable experience within professional development for a multidimensional career, and not as a negative aspect. Career interruption due to care for a close person is also considered as a career change.



Candidate selection stage and selection procedure completion

- a. Interviews are conducted with all candidates in the same manner, i.e. in identical form and with the same content. The form of the interview allows participation of foreign candidates, making use of remote communication tools. Such method is applied when personal participation in interview would be too difficult or costly for the candidate.
- b. All candidates are informed about the respective selection procedure results, which are also published on UJEP Official Board within 7 days.
- c. Each candidate shall receive a feedback on the selection procedure results with an evaluation of their qualification for the respective position.
- d. An adequate mechanism to handle complaints concerning the completed selection procedures is in place.
- e. The selected candidate is informed by the contact person without undue delay, and the contact person shall deal with all matters concerning commencement of employment of the selected candidate.

Conclusion

All staff are familiar with OTM-R policy with the aim of improving awareness in this area in the entire university.

ⁱ *The European Commission defines a researcher as a professional engaged in the conception or creation of new knowledge, products, processes, methods and systems, and in the management of the projects concerned. They include all persons professionally engaged in research and development regardless of their career stage and classification. At the same time, doctoral students, post-doctoral students and those who combine teaching and research activities are also included here. However, if they only perform lecturing or administrative activity, they cannot be classified as researchers.*