



HR EXCELLENCE IN RESEARCH

## **Open, Transparent and Merit-based Recruitment**

### **Výzkumný ústav rostlinné výroby, v.v.i.**

#### **Preamble**

Recruiting quality employees, male and female alike, is key to accomplishing strategic objectives and long-term sustainable development at the Institute. Management at Výzkumný ústav rostlinné výroby, v.v.i. (Crop Research Institute - CRI) considers this process to be of major significance and has introduced the following rules for the open, transparent, and merit-based recruitment of researchers. The aim of the OTM-R policy is to support Human Resource Management in accordance with the principles anchored in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, to which CRI acceded in 2019 and which is closely tied to the principle of equal opportunities at research institutes, to support mobility and the free movement of researchers, and to make a career in research more attractive.

#### **Fundamental principles**

- **Openness:** addressing the target group of candidates by publishing information about available positions using advertisements at the Institute's website or on other employment or professional sites (for example, [www.jobs.cz](http://www.jobs.cz); [www.euraxess.cz](http://www.euraxess.cz); [www.vedavyzkum.cz](http://www.vedavyzkum.cz); [www.researchjobs.cz](http://www.researchjobs.cz)).
- **Transparency:** familiarising all candidates with the standardised process of selection procedure, the time schedule, the selection criteria, any changes during the selection process, and the outcome. The course of selection procedure is documented.
- **Merit-based:** candidates are evaluated according to what they can be expected to bring to the Institute - qualifications, previous experience, proven competencies and future potential - irrespective of sex, age, race, nationality, faith, world view, sexual orientation, social origin, or financial means.

#### **Advertisements and submitting an application for selection procedure**

Advertisements for available employment positions are worded as concisely and as aptly as possible. The job offer contains a minimum of the following information: the employment position, the department, the place of performance of the work, key work activities, qualification requirements, the type and duration of the employment relationship, the date when the employee is expected to take up his/her duties, the deadline for receiving applications, the manner of submitting applications and the particulars of an application, contact details. Where appropriate, accompanied by a link to the website, with more detailed information.

The generic masculine is not used in advertisements in the title of the position or in the wording of the job offer.

In an attempt to reduce the administrative load, only the documents which are absolutely required are demanded when a candidate submits an application for selection procedure (usually CV and cover letter). Each candidate receives confirmation that his/her application has been successfully submitted and other information about the subsequent course of selection procedure (time schedule).

### **The course of selection procedure**

A staff member at the Personnel Department checks the applications for completeness, formal correctness, and fulfilment of qualification requirements. Then, together with a management employee, he/she evaluates all formally-correct applications irrespective of the order in which they were submitted (if delivered within the set deadline) and sets out a time schedule for the personal presentation of those candidates who meet the requirements before the selection committee. The Personnel Officer informs those candidates who are eliminated from the process.

The selection committee comprises at least three members. Those members are appointed by a management employee (generally the head of the department, the Personnel Officer, and another colleague - future supervisor, mentor). The selection committee is independent, with no conflict of interests. The expertise of the members is taken into consideration. The composition of the selection committee in the case of filling the position of head of department is determined by the CRI Administration Rules. The conditions of selection procedure for the position of a director of the institution are set out in the Act No. 341/2005 Sb. on public research institutions.

When evaluating candidates at an interview, the committee draws on the information provided and on the general principles of the Code of Conduct for the Recruitment of Researchers. An interview, aimed at selecting the most appropriate candidate, primarily focuses on evaluating his/her results to date and the work experience specified in the CV or other documents, information provided during the interview, and the future potential of the candidate. What the candidates can bring to the Institute is assessed in terms of quality (the standard and utility of experience) and in terms of quantity (the amount of experience). When selecting researchers, consideration is made of the scientific results achieved, experience of leading projects and teams, motivation, experience of mentoring, the transfer of knowledge, and mobility. The diversity of career development to date, breaks in a career, and life situation are all taken into consideration, in that these circumstances are evaluated on an individual basis with respect.

### **Concluding selection procedure**

After completing interviews with candidates, the selection committee compiles an evaluation and puts the candidates in order, whereby the Personnel Officer submits a job offer to the successful candidate. If the offer is accepted, selection procedure is deemed to have been completed. A management employee may also end selection procedure without selecting a candidate for an employment position.

The Personnel Officer thereafter informs all candidates of the outcome of selection procedure. He/she agrees on all matters to concern the new employee taking up his/her duties with the successful candidate. He/she also informs the other candidates of the reason for their elimination from the procedure.