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| **Institute of Vertebrate Biology of the CAS, v. v. i.** |
| Director's Instruction No. 10/2023 |
| Directive:  **Selection procedure for researcher positions** |
| Valid from: 1. 11. 2023 |
| For all employees |

### Introduction

This Directive sets out the rules for the recruitment of ***new*** researchers at the Institute of Vertebrate Biology of the CAS, v. v. i. (hereinafter referred to as the "IVB"). Its aim is to fulfil the rules of the European Charter for Researchers (hereinafter referred to as the "Charter") and the Code of Conduct for the Recruitment of Researchers (hereinafter referred to as the "Code"), to which the IVB, as a recipient of the HR Excellence in Research Award, has committed.

### Article I

### Basic principles

**Openness and transparency**

The available positions, their description (job responsibilities, prerequisites, etc.) and information on the recruitment process are readily accessible to applicants on the IVB website and are advertised in relevant databases. All applicants are promptly notified of the results of the selection procedure.

**Assessment and merit evaluation**

The entire scope of the candidate's academic and professional history, including references, is considered in the selection of candidates for specific new IVB positions. The candidate's overall experience is considered. Merit and contribution are evaluated not only quantitatively but also qualitatively.

**Exclusion of discrimination**

Applicants are not subjected to discrimination based on age, gender, religion or belief, national or social origin, ethnicity, sexual orientation, disability, or social or economic conditions.

### Article II

### Classification of researcher

The job positions for researchers, governed by the regulations applied in this Directive, are divided into 4 classifications, which further define the profile of the position, irrespective of profession and focus.

R1 - PhD student (202)

R2 - Postdoctoral Fellow (103), Research Assistant (104)

R3 - Researcher (105)

R4 - Senior Researcher (106)

For all positions, the selection procedure will only be available for positions with a full-time equivalent of more than 0.3. The selection procedure will not be open for position R1 - Doctoral Student, given the required prior admission procedure carried out by the university where the study is being carried out, which complies with the conditions of Article I.

### Article III

### Initiation of the selection procedure

All selection procedures for new positions defined in Article II must be communicated to the human resources department at least 1 month before the expected start date of the candidate.

### Article IV

### Advertisement of the selection procedure

The notifier shall submit to the human resources department a completed form created for the purpose of advertising the job position. The form shall include, but not be limited to:

* *Job title*
* *Job description*
* *Educational requirements, experience, etc.*
* *Additional information (deadline, benefits, funding method, etc.)*

This form will be used to advertise the position. The advertisement will be published on the EURAXESS portal and on the IVB website. Upon agreement, it can also be published on other portals (jobs.cz, social networks, etc.)

### Article V

### Selection Committee

The selection committee is appointed by the Director of the IVB for each individual selection procedure. It shall comprise at least 3 members, appointed with regard to gender balance, as follows:

* A representative of the management of the IVB (head of the department, director of the IVB or a person authorised by him/her) - chairman of the committee
* the prospective employee's line manager (team leader or principal investigator of the grant)
* internal member of the Board of the institute

The selection committee may be supplemented by other scientists according to the specialisation of the advertised position. Prospective members of the committee (in particular senior scientists, representatives of the IVB management, internal Board members) will undergo mandatory training once a year on the fundamental rules of recruitment in accordance with the HR Excellence in Research Award, including the principles of the Charter and the Code.

### Article VI

### round of the selection procedure

Within 3 days after the closing date for applications, the chairman/chairwoman of the selection committee will assess the formality and completeness of the documentation received in accordance with the requirements published in the competition advertisement. Formally defective applications will be recommended for consideration by the selection committee. In the event of a large number of applicants, the selection committee will, based on the submitted materials, select candidates with the highest qualifications for the position for the second round of selection (interview). Unsuccessful candidates will be promptly notified via e-mail. Minutes of the committee's deliberations will be recorded and signed by the committee members.

### Article VII

### round of the selection procedure

The date of the interview is set by the Chairperson of the Selection Committee in consultation with all members of the committee and, if necessary, with the candidates. The interview can be conducted either in person or online. Committee members are required to familiarise themselves with the Charter and Code prior to the interview. Unless otherwise agreed by the committee, the interview is conducted by the Chairperson of the selection committee. The interview typically consists of several parts:

* introduction of the Institute (IVB) and the positions offered
* candidate's self-presentation, experience, expectations, future development, etc.
* targeted questions from the members of the committee
* questions from the applicant.

At the end of the interview, the candidate is informed of when and how the outcome of the interview will be communicated.

If the committee is unable to agree on one candidate, the selection will be determined by the scoring system. In such a case, each committee member is allocated 3 points, which he/she may freely distribute among any candidate(s). In the event of repeated ties, the selection shall be decided by the chairperson of the selection committee. The selection committee shall draw up a report on the procedure and the outcome of the second round of the selection procedure, which shall be signed by all members of the selection committee.

### Article IX

### Filling the position

If the Director of the IVB is not a member of the committee, the chairperson of the selection committee informs him/her of the result of the selection procedure and the successful candidate is offered a contract with specific conditions.

The candidate is given a reasonable time to comment (usually 1-2 days). If an agreement is reached with the candidate, the Chairperson of the selection committee will inform the unsuccessful candidates in Round 2 of the results, giving sufficient reasons for their failure.

If no candidate meets the requirements in any round of the selection process, the director of IVB has the authority to cancel the selection process.

### Article X

### Comments and complaints

Comments and complaints about the selection procedure may be sent to the email address of the Chairperson of the selection committee. The selection committee, the director of IVB (if not part of the committee), and at least 2 other individuals who did not participate in the selection process address the complaint. The complainant is informed in writing about the outcome.

### Article XI

### Control mechanism for selection procedures

The HR Award Working Group conducts an evaluation of the selection procedures once a year. The evaluation focuses on compliance with the principles and objectives in accordance with the Charter and the Code.

The results are communicated to the institution's Board.

This Directive has been discussed by the Board of the Institution and becomes effective on November 1, 2023

In Brno on: 1.11.2023

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Director of the**Institute of Vertebrate Biology**

of the CAS, v. v. i.