

# INTERNAL REGULATION

## Recruitment and Selection of Researchers of the Institute of Biophysics of the CAS

### Article I Introductory Provisions

1. This internal regulation is issued for the purpose of specification of rights and obligations of persons participating in the recruitment and selection procedure of researchers of the Institute of Biophysics of the CAS.
2. The Institute of Biophysics of the CAS is further hereinafter referred to as “IBP”.
3. In addition to this internal regulation, principles for recruitment and selection of employees of the IBP are specified also in Rules of Organization of the IBP.
4. The selection procedure for positions at the IBP is announced by the Director of the IBP or by an employee assigned by them.

### Article II Basic Principles for Recruitment and Selection of Employees of the IBP

1. The recruitment and selection of IBP employees is an open and transparent process, with an assessment based on the merits of candidates and without any discrimination (OTM-R)
2. Openness and transparency – each candidate is informed about the number of available positions and the description of particular job positions through job advertisements. All candidates are informed about the result of the selection procedure without undue delay once the selection procedure is completed. The recruitment and selection of an employee follows the principles set out in this document which is freely accessible to the general public on website [www.ibp.cz](http://www.ibp.cz)
3. Merit-based assessment – when selecting a suitable candidate for a certain position, the entire work history of the candidate is taken into account. The merits are assessed both qualitatively and quantitatively. Not only the previous experience is evaluated, but also the overall potential in a broader context.
4. Exclusion of discrimination – candidates are not discriminated in terms of their age, gender, worldview, beliefs and faith, social and national origin, ethnicity, sexual orientation, language skills, handicap, potential opinion, social and economic conditions, etc. The IBP aspires to encourage principle of equality between men and women, between younger and older employees, between employees living in different family types with and without children, between foreign employees and employees with Czech citizenship.

### Article III Job Advertisements

1. For job advertisements, a uniform template of job advertisement is provided. The template of job advertisement conforms to the requirements of the specific position. The template of job advertisement is appended to this internal regulation.
2. Every job advertisement comprises:
  - a. basic information – title, type, and description of the position, workplace, duration of employment, type of employment, anticipated working hours, information about gross salary, anticipated starting date, etc.;
  - b. requirements – educational attainment, language skills, driver’s license, other professional criteria, etc.;

- c. participation conditions in the selection procedure – deadline for submitting application to the selection procedure, content of the application to the selection procedure, required attachments (e.g. CV, cover letter, portfolio of research publications, etc.), address for delivery of the application, etc.;
  - d. additional information – link to official website of the IBP, offered employee benefits, e-mail address to send observations about selection procedure, etc.
3. The job advertisement is published:
  - a. on official website of IBP <https://www.ibp.cz/cs/nabizime/volna-pracovni-mista>;
  - b. on website [euraxess.ec.europa.eu](http://euraxess.ec.europa.eu);
4. In case of job advertisements for a researcher position, the content of the job advertisement is a classification of a researcher profile (so called qualification level)  
There are four levels:
  - a. First Stage Researcher V1, V2, V3 (R1) – student of doctoral study program, starting researcher with less than 4-year experience;
  - b. Recognised Researcher V4 (R2) – PhD. holders; not yet fully independent with more than 4-year experience in research;
  - c. Established Researcher V5 (R3) – high level of independence with more than 4-year experience in research;
  - d. Leading Researcher V6 (R4) – leading their own research area or field.

#### **Article IV      The Recruitment Committee**

1. In case of selection procedure for the researcher position, the Recruitment Committee has five members. The Recruitment Committee consists of the director of the IBP and four employees of the IBP, possibly also of external members selected from researchers from universities, colleges, public research facilities, hospitals, etc. The number of members of the Recruitment Committee is always odd. When creating the Recruitment Committee, gender balance is always considered.

#### **Article V      Selection of Candidate**

1. After the deadline for submission of applications to the selection procedure, the Recruitment Committee shall review the submitted applications including attachments thereof. Candidates who do not satisfy the requested basic criteria or qualification for the applied position will not be deemed eligible by the Recruitment Committee. These candidates will be informed that their application has been rejected from the selection process for not meeting the criteria without undue delay, no later than 10 working days from the rejection of their applications.
2. Candidates whose applications have not been rejected will be interviewed. The interview shall take place face-to-face at IBP location. If it is not possible to conduct the interview face-to-face at the IBP location, the interview shall take place remotely online. The interview always comprises an introduction of members of the Recruitment Committee, detailed description of the available position and work conditions, invitation to the candidate to introduce themselves and share their work experience. The interview also includes space for mutual queries. At the end of interview, the candidate is informed of how and when the result of the interview will be announced.
3. Once all interviews have been conducted, the Recruitment Committee shall perform the evaluation of candidates in a following manner: each member of the Recruitment Committee shall perform their own evaluation and subsequently the members of the Recruitment

Committee shall perform a mutual evaluation of the candidates in discussion. After the discussion, the most suitable candidate is selected. The evaluation criteria are mainly attained academic education, other attained education, professional level, scope of work experience, foreign language skills, publications, soft skills, etc. The Recruitment Committee shall subsequently select the most suitable candidate from the candidates that have applied for the position.

4. If the Recruitment Committee does not come to an agreement regarding the selected candidate, the Recruitment Committee can invite selected candidates for a second interview under conditions similar to those mentioned in Article V (2) of this internal regulation or the Recruitment Committee can cancel the selection procedure and announce a new selection procedure for the given job position.
5. Selected candidate is informed of their selection for the job position and is offered an employment contract with specific working conditions, i.e., at least with specified starting date, place of employment, gross salary or remuneration, working hours and working hours schedule, duration of employment. In case of a researcher job position, the director of the IBP shall specify, on basis of proposal of leading researcher for the given position, a qualification level, after previous discussion and approval of the Evaluations Committee. The selected candidate is provided with a period to decide, which is at least three working days. If the selected candidate and the IBP reach an agreement, the other candidates will be informed that another candidate has been selected for the position no later than ten days after the agreement. If the selected candidate and the IBP do not reach an agreement, next candidate is contacted in the same manner as the first selected candidate according to the results of the selection procedure.

#### **Article VI      Closing Provisions**

1. This internal regulation shall become effective on \_\_\_\_\_. 2021  
Brno, on \_\_\_\_\_. 2021

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Director of the Institute of Biophysics of the CAS

## Attachment

### Template of Job Advertisement

#### Basic information:

- Job title\*
- Workplace\*
- Type of the position\*
- Qualification level of researcher – applicable only to researcher positions
- Type of employment relationship\*
- Duration of the employment relationship\*
- Type of employment\*
- Weekly working hours
- Gross salary / remuneration
- Anticipated starting date
- Deadline for submission of application
- Description of the position\*

#### Requirements:

- Level of education
- Field of education
- Language skills and level thereof
- Required attachments of the application\*

#### Others:

- Additional information
- Link to website with detailed information about the position
- Benefits
- Other commentary
- E-mail(s) for sending replies
- E-mail for sending observations about the selection procedure

#### Note:

Entries marked with \* are always required. The remaining items might be required depending on the available position.