
GUIDELINE No. 2022/1 STANDARDISATION OF RECRUITMENT PROCEDURES

This Guideline regulates the procedures to select and hire employees to join the research departments of Institute of Atmospheric Physics, v. v. i. (hereinafter referred to as “IAP”).

ART. 1 BASIC PRINCIPLES

- **Openness and transparency**

One of the key commitments is the implementation of open and transparent rules for recruitment and selection of researchers (Open, Transparent and Merit-based Recruitment - OTM-R), which should also, to the maximum extent possible, be applied to the selection of administrative and technical employees. All applicants are informed of the number of vacancies and the description of each specific position by job advertisements.

- **Benefit approach**

In order to select a suitable candidate for a certain position at IAP, the applicant’s whole work history is taken into account. The usefulness of the applicant is evaluated in terms of both quality and quantity, and the members of the selection committee consider not only the applicant’s previous experience but also his/her full potential in the broader context.

- **No discrimination**

In the course of the whole selection procedure (as well as during the employment relationship) any direct and indirect discrimination based on any reason, e.g. sex, sexual orientation, racial or ethnic origin, nationality, citizenship, social origin, gender, language, health, age, religion or belief, property, marital or family status or family responsibilities, political or other attitudes, membership and activities in political parties or political movements, trade unions or employers' organisations, is forbidden.

ART. 2 QUALIFICATION GRADES

On the basis of their qualification and the nature of performed work, the researchers are placed in qualification grades in accordance with the Career Development Rules for CAS Employees with a University Degree at the Czech Academy of Sciences. Pay grades corresponding to the qualification grades are implemented by the Internal Salary Regulation of IAP. The Director decides on the qualification grade of any newly recruited employee based on the recommendation of the selection committee.

ART. 3 ANNOUNCEMENT OF THE SELECTION PROCEDURE

It is necessary to inform the HR Specialist in writing of the planned selection procedure or, in case of the HR Specialist's long-term absence, the Head of the Technical and Economic Management, at least one month prior to the expected date when the new employee starts.

ART. 4 ADVERTISING OF VACANCIES

- The Head of the respective research department, or possibly the respective principal investigator, shall fill in a general template for job vacancy advertisement. The template is available as Annex 1 hereto.
- Vacancies for researchers are usually advertised, without limitation, on the web portal of the Czech Academy of Sciences and on the Euraxess portal, and also in ways that are suitable and usual for the given professional community.
- Gender-sensitive communication shall be used in the advertisements, respecting grammatical and stylistic rules of languages in which the advertisement is published.
- Requirements related to a particular vacancy shall be set appropriately so as to sufficiently precisely define the minimum qualification requirements and not to discriminate.
- In order to reduce the administrative burden on applicants for employment, the only documents required for application are those needed to assess the professional qualification and other relevant prerequisites of an applicant. Documents related to the selection procedures shall be submitted only in electronic form.
- Each advertisement shall contain information on working conditions.

ART. 5 COMMITTEES FOR THE RECRUITMENT OF RESEARCHERS

The rules governing the appointment of the committees for the recruitment of researchers are set by the Director's Guideline. The committees for the recruitment of researchers shall be appointed by the Director. The committees have at least three members who are: always the Head of the research department in which the new employee is recruited and principal investigators or co-investigators of the projects from which the salary of the recruited employee will be paid. The composition of the committees shall be maximally balanced in terms of the expertise and other relevant characteristics, including the women and men ratio. In order to ensure the objectivity of the assessment of the applicants, the committee members shall be properly trained.

ART. 6 FILLING A JOB VACANCY

The Chair of the committee for the recruitment of researchers shall inform the HR Specialist and Director of the result of the selection procedure without undue delay. The HR Specialist,

or possibly the Chair of the committee, shall inform all the applicants in writing of the result of the selection procedure. The HR Specialist shall offer an employment contract with specific terms and conditions to the successful applicant.

ART. 7 COMMENTS AND COMPLAINTS

The applicants can send their comments and complaints in writing to the HR Specialist or the Chair of the committee.

ART. 8 EFFECT

This Guideline comes into effect on the date of its announcement.

In Prague, on 25 July 2022



prof. RNDr. Radan Huth, DrSc.,
Director of IAP CAS, v. v. i.