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Employee Recruitment and Selection Strategy

Institute of Physics of the Czech
Academy of Science

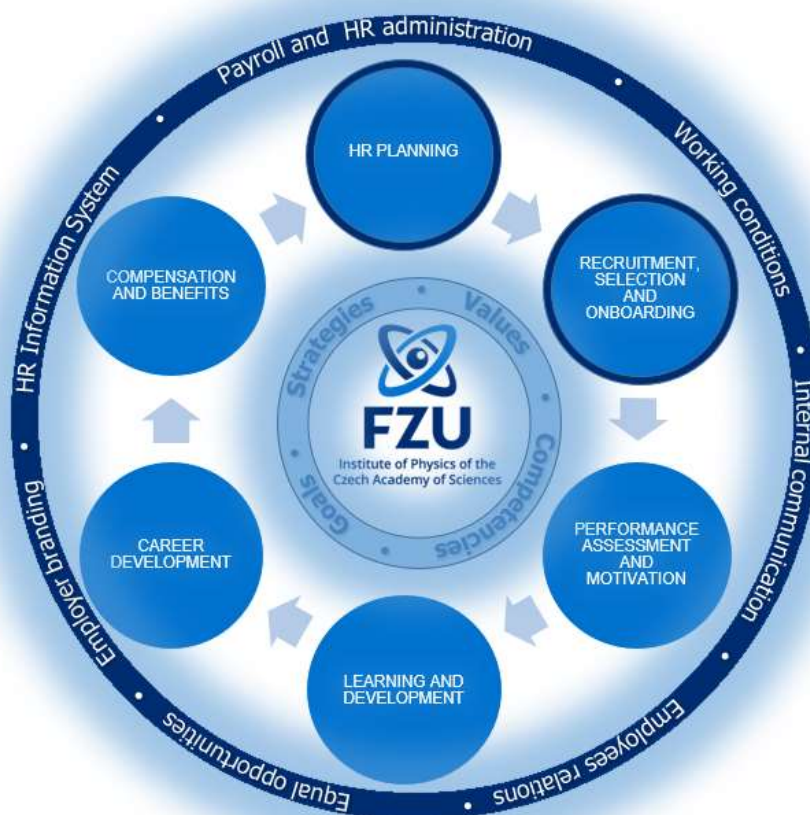


Introduction

The recruitment and selection process is a key human resources activity at the Institute of Physics (FZU). The process is part of the institution's complex approach to the management of human resources and together with other personnel activities it creates a comprehensive and effective work system (Fig 1).

The employee recruitment strategy defines the basic values and principles applicable to the employee recruitment and selection procedure for scientific and non-scientific positions. Subsequent internal methodological procedures describe specific activities and processes applied throughout the organisation in order to support the overall recruitment and selection system in terms of fair treatment of candidates (both internal and external candidates); impartiality; adherence to legal norms and the use of good and professional practice.

Fig. 1





Objectives

This strategic document consolidates the recruitment processes and methods across the organisation and supports key values that include **transparent selection procedures** and **equal treatment of all candidates**.

A long-term objective of the employee recruitment and selection process is to select qualified, talented and motivated individuals who will become part of a working team and will seek to accomplish the institution's goals. It concerns the employee recruitment and selection process for all types of working positions, whether scientific and/or non-scientific, at all levels. As a holder of the HR Excellence in Research Award, the Institute of Physics undertakes to create relevant working conditions and environments in order to support each employee's work performance, qualification development, competencies, and motivation, thus contributing to the development of the institution in the long term.

Key principles

The reference documents of the strategy are [The European Charter for Researchers](#) [The Code of Conduct for the Recruitment of Researchers](#) and the resulting [OTM-R](#) principles (Open, Transparent and Merit-based Recruitment of Researchers). We run our selection procedures in accordance with the conditions laid out in the documents below. We also apply these procedures to non-scientific positions to the greatest possible extent.

We place particular emphasis on the following principles:

Career recognition principle

We take into consideration the candidate's overall experience and their results generated during their professional career. We apply a broader scale of evaluation criteria which involves professional qualifications and personal prerequisites.

Mobility recognition principle

Experience with mobility is a valuable contribution to professional development at any point throughout the career.

Equal opportunities principle

We apply the equal opportunities principle from the very beginning of the selection process and at other stages of the career development process, without this taking preference over the quality and abilities criterion.

Transparency principle

Candidates are notified of the selection conditions and criteria well in advance. We inform our candidates about each subsequent step and the current status of the selection procedure at all stages of the selection process. This involves the provision of feedback.



We make sure that all processes are open, effective, transparent, and adequate to the type of position to be published.

How we proceed

- Information concerning all vacancies is published on the intranet and the website of the Institute of Physics and externally in a manner which is relevant for each specific job offer.
- In a job advertisement, we indicate all details about the position. Requirements for a position should be identified reasonably in order to reflect the minimum qualifications, yet non-discriminatory.
- Opening procedures are always open to both internal (current employees) and external candidates.
- During the selection procedure (and during the employment process), any direct and/or indirect discrimination based on any ground such as sex, sexual orientation, racial or ethnic origin, nationality, citizenship, social origin, gender, language, health condition, age, religion or belief, property, marital and family status or family/childcare responsibilities, political or other opinions, membership and activity in political parties or political movements, in trade unions or employers organisations shall be prohibited.
- The setting up of selection committees is defined in a methodological procedure, where the main criteria for the setting up of a committee are described in more detail.
- We reduce the administrative burden imposed on candidates and we only request the most relevant documents.
- To deal with any complaints by candidates during a selection procedure, we set up an internal mechanism to ensure independent evaluation by the [Ethics Committee](#) which leans on the [Code of Ethics of the Institute of Physics](#).
- The quality and the uniformity of the recruitment and selection process are ensured by HR partners/specialists, providing expert and methodological support to FZU employees and applicants.

Employer branding

An integral part of the recruitment strategy is employer branding. We regularly evaluate the situation in the labour market and identify any possible competitive advantages which may help us attract suitable candidates to the Institute of Physics. We present ourselves as a stable institution, providing its employees with the most favourable professional opportunities and conditions for further development. We strive to understand the



motivation of our employees to be able to suitably work with it; to facilitate the reconciliation between work and private life and to support our employees in achieving career success. Our brand is borne by all our employees. We seize every opportunity to advertise it.

We think about the future

We are aware of the need to popularise our research fields among various age groups. We raise public awareness about the need for and the merit of the research in physics and we strive to stimulate people's interest in natural sciences from an early age. We seek and maintain cooperation with schools at all levels of the education system and we organize and/or take part in popularisation events for a public audience. One day, the students of and graduates from related disciplines may become our employees and collaborators. The transfer of experience and talent management in doctoral and/or post-doctoral programmes have been an integral part of our scientist's mission and have played a central role in building capacities for future scientific projects.

Conclusion

This strategy involves all the most important principles and procedures for employee recruitment and selection procedure at the Institute of Physics. It defines basic values represented by the transparency of the selection procedure and equal treatment of all candidates. The subsequent internal methodological procedure describes specific steps which need to be taken while planning; searching for; selecting and admitting new workers to the organisation.

It is essential that everybody who contributes to the selection procedure at FZU proceeds in line with this strategy and with any subsequent methodological procedures.

These documents are regularly revised in order that their content reflects the current and desirable status of the organisation and the applicable legislation.

Annex:

[The European Charter for Researchers The Code of Conduct for the Recruitment of Researchers](#)