



# Procedures for recruitment and selection of research staff

## Obsah

Article 1.	General part.....	2
Section 1.1	Purpose .....	2
Section 1.2	Concepts.....	2
Article 2.	Methods of filling posts of research staff in research departments .....	3
Section 2.1	Filling Doctoral Student Positions .....	3
Section 2.2	Filling of posts of other research staff .....	3
Section 2.3	Specific cases .....	3
Article 3.	Announcement of the selection procedure .....	3
Section 3.1	Announcement of the selection procedure and appointment of the selection committee.....	3
Section 3.2	Publication of vacancies.....	3
Section 3.3	Elements of a vacancy offer .....	4
Section 3.4	Job requirements.....	4
Section 3.5	Documents required from tenderers .....	5
Section 3.6	Other provisions .....	5
Article 4.	Selection Committee.....	5
Section 4.1	Status of the Selection Committee .....	5
Section 4.2	Composition of the Selection Committee .....	5
Section 4.3	Conflicts of Interest .....	6
Article 5.	Selection procedure among applicants .....	6
Section 5.1	Basic principles of selection.....	6
Section 5.2	Selection among candidates.....	7
Section 5.3	Record of the selection among the candidates .....	8
Section 5.4	Specific cases .....	8
Article 6.	Provision of information to applicants and protection of personal data.....	8



Section 6.1	Information provided to applicants .....	8
Section 6.2	Protection of candidates' personal data.....	8
Article 7.	Quality assurance of the recruitment and selection process .....	9
Article 8.	Complaint handling .....	9
Article 9.	Final Provisions .....	9

## Article 1. General part

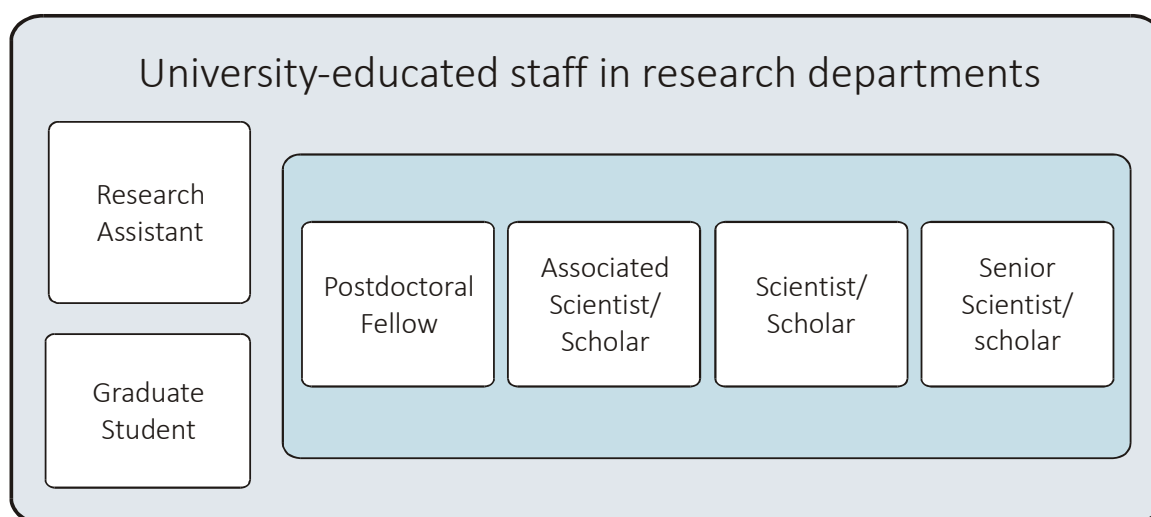
### Section 1.1 Purpose

This internal regulation sets out the procedures for recruitment and selection of research staff to the qualification levels defined by the Career Development Rules for CAS Employees with a University Degree based on the principles of openness, transparency and consideration of merit. At the same time, it specifies the provisions of Article 51 of the Statutes of the Czech Academy of Sciences, which sets out the conditions for filling the posts of research staff of the Institutes of the Academy of Sciences of the Czech Republic.

The Institute of Thermomechanics of the Academy of Sciences of the Czech Republic (hereinafter referred to as 'the Institute') strives to continuously improve the quality of its research on an international scale by improving the quality of the workforce in its research units. To this end, it is aligning its recruitment and selection procedures with the requirements of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers;, which form the framework for establishing standard conditions for open recruitment internationally.

### Section 1.2 Concepts

**Research staff (or researchers)** is defined as all staff classified in one of the qualification levels according to Article II of the Career Development Rules for CAS Employees with a University Degree.





## Article 2. Methods of filling posts of research staff in research departments

### Section 2.1 Filling Doctoral Student Positions

The purpose of filling posts with the qualification degree of doctoral student is scientific education and training of postgraduate students. The selection of candidates for the post of doctoral student is carried out by the Commission for Doctoral Studies, which is established by the Institute's organizational regulations as an advisory body to the Director. The Director of the Institute decides on the admission of candidates for the post of doctoral student on the basis of the recommendation of the doctoral studies committee.

### Section 2.2 Filling of posts of other research staff

Vacancies for research staff with a qualification level other than doctoral student are filled on the basis of a selection procedure announced by the Director of the Institute, except in the cases specified in Section 2.3 of this Regulation.

### Section 2.3 Specific cases

The Director of the Institute may fill the post of research staff by appointment in the following cases:

- i) The post is filled on the basis of a selection procedure governed by the contractual terms of the research, development and innovation project of which the Institute is a beneficiary.
- ii) The post is open for a limited period of time linked to the implementation of the RDI project of which the Institute is a beneficiary and it is not expected that the employment relationship will be renewed after that period.
- iii) The post is intended to be filled by a staff member who has been named in the project proposal submitted to the call for tenders in research, development and innovation and whose qualifications, as set out in the project proposal, have been the subject of an evaluation of the quality of the project proposal.

## Article 3. Announcement of the selection procedure

### Section 3.1 Announcement of the selection procedure and appointment of the selection committee

The selection procedure is announced publicly by the Director of the Institute. At the same time as the announcement, he/she shall appoint a selection committee in accordance with Article 4 of these Regulations.

### Section 3.2 Publication of vacancies

Vacancies to be filled by competitive selection shall be advertised on the Institute's website and by other means as appropriate and appropriate to the nature of the post.



In the interests of maximum openness, vacancies shall be published in both Czech and English. In cases where knowledge of the Czech language is part of the justified qualification requirements, publication in English may be waived.

The vacancy must be advertised at least 21 calendar days before the closing date for applications for the vacancy.

### Section 3.3 Elements of a vacancy offer

The vacancy offer must have the following elements:

- i) Job title.
- ii) Date of advertisement.
- iii) Closing date for applications.
- iv) Type of contract, in particular its duration and the size of the post.
- v) Description of the knowledge and skills required (selection criteria).
- vi) Method of application and documents required.
- vii) Information on the selection process, working conditions and career development opportunities.
- viii) Information on the privacy policy of applicants.

In addition, in view of the needs and nature of the post, it is recommended that the following additional elements be included in the offer:

- i) Composition of the selection committee and brief information on its members.
- ii) Anticipated place of work.
- iii) Expected date of entry into employment.
- iv) Job description.
- v) Information on remuneration arrangements.

### Section 3.4 Job requirements

The qualification, professional and other requirements for the job must be described in such a way that they are non-discriminatory and clearly state the minimum qualifications required and the preferred qualifications. In order to ensure a sufficient number of applicants, care should be taken to ensure that the requirements are not too specific. Requirements must not be formulated in such a way as to unduly favour certain tenderers.

It is recommended that the language of the job description be chosen so that it does not contain a gender bias<sup>1</sup>.

---

<sup>1</sup> For example, online tools can be used to remove gender bias from the text of a job offer.



### Section 3.5 Documents required from tenderers

In order to minimise the administrative burden on applicants, only the most necessary documents and information will be requested from applicants during the selection procedure, and the selection committee will decide which documents to request and at what stage of the selection procedure. The most common documents and information requested are:

- i) A professional CV structured according to the requirements of the selection procedure.
- ii) Copies of evidence of academic degrees or academic ranks, or evidence of recognition of foreign qualifications<sup>2</sup>.
- iii) Other documents as appropriate, such as a cover letter, letters of recommendation or scientific publications.

### Section 3.6 Other provisions

The selection procedures are also open to Institute staff. The Institute will also communicate the call for tenders to its staff through internal communication channels.

## Article 4. Selection Committee

### Section 4.1 Status of the Selection Committee

The Selection Committee is an advisory body to the Director of the Institute. The Selection committee shall be appointed by the Director according to the needs of the selection process and taking into account the requirements in Section 4.2 of these Regulations. In accordance with the Statutes of the Czech Academy of Sciences, the Selection Committee has no decision-making power. The role of the Selection Committee is to make a selection among the candidates and to recommend to the Director the candidate for recruitment on the basis of the record of the selection among the candidates

### Section 4.2 Composition of the Selection Committee

This section sets out the procedure for establishing a selection committee to select among applicants for the post of a researcher with a qualification level other than doctoral student.

The selection committee shall have at least three members. If the Director of the Institute participates in the selection committee, he/she shall count towards the minimum number of members required. The following requirements should be taken into account as far as possible when setting up the selection committee:

- i) At least one member of the selection committee should have the necessary expertise to assess the professional qualities of the candidates on the basis of the qualification requirements for the post. Such a member must have academic competences at least at a level appropriate to the requirements of the post to be filled. For this purpose, the Director of the Institute may appoint an external expert as a member of the panel.

---

<sup>2</sup> In accordance with the procedure of the Ministry of Education, Youth and Sports of the Czech Republic for the recognition of academic qualifications.



- ii) At least one member of the selection committee should be a member of the Institute's staff who is in the line of seniority of the post to be filled.
- iii) At least one member of the selection committee should be a staff member of the Institute who is familiar with the recommended recruitment and selection procedures of the Institute and who will oversee the quality of the selection process.
- iv) In the case of a selection process for a post with the qualification of Senior Scientist, it is recommended that an external expert be a member of the selection committee.
- v) In the composition of the selection committee, gender balance of its members should be sought.

### Section 4.3 Conflicts of Interest

In the event that any member of the committee has a conflict of interest with respect to any of the applicants, he/she is obliged to inform the Director of this fact and the evaluation of the respective applicant by such member of the committee will not be taken into account in the selection process. In particular, family and personal ties of a member of the Board to a candidate and a current or past professional relationship that could influence the judgment of a member of the Board shall be considered a conflict of interest.

## Article 5. Selection procedure among applicants

### Section 5.1 Basic principles of selection

In selecting among applicants, the selection committees referred to in Article 3 of these Regulations shall be guided by the relevant principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. Particular emphasis shall be placed on the following principles:

- i) **Principle of non-discrimination.** Direct and indirect discrimination on the grounds of sex, pregnancy or parenthood, sexual orientation and gender identification, racial or ethnic origin, nationality, citizenship, social origin, language, disability, age, religion, belief or world view, property, marital or family status or obligations, membership of and activity in political parties or political movements, trade unions or employers' organizations shall be prohibited throughout the selection procedure.
- ii) **Principle of career recognition.** The selection committee will take into account the achievements of the candidate throughout their career, including relevant careers outside academia.
- iii) **The principle of recognition of the value of mobility.** The selection committee will take into account the geographical, interdisciplinary, inter-sectoral and, where appropriate, virtual mobility of candidates as an important means of deepening the candidate's scientific knowledge and professional development throughout the candidate's career.
- iv) **The principle of equal opportunities.** The selection committee will apply the principle of equal opportunities throughout the selection process, without giving priority to this principle over criteria based on the quality and ability of the candidates.



- v) **The principle of transparency.** Candidates shall be informed in advance of the professional and other requirements of the post (selection criteria), the conditions of selection (e.g. information on the selection process as referred to in section 2.3 of these Regulations) and the opportunities for career development (career rules). Candidates are informed of changes to the selection procedure and are informed of the outcome of their application once it has ended. On request, candidates will be informed of the selection board's assessment of their application.
- vi) **Principle of merit recognition.** The selection committee will take into account the candidates' overall experience and will consider, in addition to their professional skills, their creativity, their ability to work independently and other skills relevant to the job.

In addition to professional skills, the selection committee will also assess the candidates' personal qualities for the job, their potential for further development and, where appropriate, their management experience. The selection committee shall take into account the staff development strategy of the research unit to which the applicant is to be recruited.

## Section 5.2 Selection among candidates

In selecting among the applicants, the selection committee follows a methodical approach, using all or some of the following selection steps, depending on the number of applicants and the needs of the selection procedure:

- i) **Checking the completeness of applications.** If the application does not contain the required elements, the applicant will be asked to complete them. If the applicant fails to provide the selection board with the missing elements within the time limit, his/her application will be excluded from the selection procedure.
- ii) **Pre-screening of applications.** The purpose of this step is to eliminate candidates who do not meet the minimum requirements for the post and who are not eligible to participate in the selection procedure because of sanctions currently in force against certain countries or persons. At the same time, the purpose of this step is to pre-verify the academic qualifications of applicants from abroad.
- iii) **Evaluation of the degree of fulfilment of the job requirements (selection criteria).** The purpose of this step is to determine the ranking of candidates according to the quality of their application on the basis of the information provided by the candidates. During this step, the selection committee may ask candidates to provide additional information.
- iv) **Interview.** The best qualified candidates may be invited to an interview. The purpose of the interview is to determine the final ranking of the best applications. At least two members of the selection committee must be present at the interview. The time of the interview is recommended to avoid indirect discrimination by disadvantaging certain candidates.
- v) **Request for letters of recommendation.** The purpose of this step is to obtain an independent assessment of the quality of the candidates. Where a candidate recommends persons who should provide a letter of recommendation, the selection committee will attempt to verify from publicly available information the relationship of the candidate to the person providing the letter of recommendation. It is recommended that the selection committee attempt to obtain a letter of recommendation directly from such a person. If the candidate requests that the selection committee not seek information from his/her current or previous employer, but the



selection committee nevertheless decides to obtain such information, the candidate will be informed of this fact.

### Section 5.3 Record of the selection among the candidates

The Selection Committee will rank the candidates based on the degree to which they meet the qualification, professional and other requirements for the post and recommend the candidate for employment. It shall draw up a record of these facts and submit it to the Director of the Institute. The Selection Board shall keep records of the evaluation of applicants for the necessary period of time to enable it to inform applicants of the quality of their applications. When archiving any personal data of applicants in connection with the archiving of the applicants' evaluation records, the Institute shall ensure compliance with the principles of data protection set out in Section 6.2 of these Regulations.

The Director of the Institute shall decide on the basis of the record of the selection among the applicants on the recruitment of a new staff member, on the classification of the staff member and the determination of the job description, and shall agree with the staff member on the salary and duration of the employment contract.

### Section 5.4 Specific cases

In the event that no candidate is accepted in a closed competition, the post may be re-advertised.

In the event that the candidate selected by the Director for recruitment does not accept the offer of employment or does not take up the post, the Director may decide to forward the offer to the next candidate in the order of preference.

In the case of a selection procedure for a post with the qualification level of senior scientist, it is necessary to ensure compliance with Article VI, paragraph 2, of the [Career Development Rules for CAS Employees with a University Degree](#).

## Article 6. Provision of information to applicants and protection of personal data

### Section 6.1 Information provided to applicants

All applicants must be given the same information about the job offer in a transparent manner during the selection process. Candidates shall be informed of major changes in the selection procedure and shall be informed of the outcome of their application after the selection procedure.

### Section 6.2 Protection of candidates' personal data

The personal data of all applicants for a job at the Institute are processed on the basis of consent to the processing of personal data pursuant to Article 6(1)(a) of the General Data Protection Regulation (GDPR) for the purpose of a specific recruitment or selection procedure. Applicants' personal data will be processed only to the extent necessary and only for the duration of the recruitment or selection process for the job in question. Applicants' personal data will not be passed on to third parties without their consent.

Candidates will be informed of the privacy policy and must consent to it before providing their personal data during the recruitment or selection process.





## Article 7. Quality assurance of the recruitment and selection process

The quality of the recruitment and selection process of research staff is ensured by the following measures:

- i) The members of the selection panel are familiar with the recommended recruitment and selection procedures under this internal process and shall ensure that they are followed, in particular that the basic principles of selection among candidates as set out in section 5.1 are followed.
- ii) For the recruitment and selection process, a set of tools is provided to facilitate compliance with the procedures set out in these Regulations, in particular an electronic application form for filling the post, templates for job advertisements in English and Czech, a set of templates for email communication with applicants, a template for the evaluation of applicants, recommendations for conducting interviews, guidelines for ensuring compliance with the relevant principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, guidelines for verifying the academic qualifications of applicants, etc. These tools are available on the Institute's internal information network (intranet) and are continuously updated.

## Article 8. Complaint handling

With regard to the position of the selection committees defined in Section 4.1 of this Regulation and the authority of the Institute Director to decide on the admission of applicants in accordance with the Statutes of the Czech Academy of Sciences, complaints about the course of the selection process among applicants are resolved by the Institute Director.

## Article 9. Final Provisions

Relationships not regulated by these internal regulations are governed by the relevant internal regulations of the CAS and the legal order of the Czech Republic.

This Internal Regulation shall enter into force and effect on 1 March 2023.

Prague, 16 February 2023

doc. Ing. Miroslav Chomát, CSc.  
Institute Director