

Basic Principles of the Recruitment and Selection of Employees at FZU

(OTM-R)



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MINISTRY OF EDUCATION,
YOUTH AND SPORTS



FZU

Institute of Physics
of the Czech
Academy of Sciences



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Introduction

Institute of Physics of the Czech Academy of Sciences (FZU) has been a holder of the European Commission's [HR Excellence in Research Award](#) since April 26, 2019. The HR Excellence in Research Award is a means of public acknowledgment for research institutions, which have demonstrated significant progress in harmonising the procedures they use in the area of HR with the principles set in the [European Charter for Researchers and the Code of Conduct for the Recruitment Researchers](#).

One of the key commitments is the implementation of rules for open, transparent and merit-based recruitment (OTM-R) and selection of researchers, which should also, to the maximum extent possible, be applied to the selection of administrative and technical positions.

The process of employee recruitment and selection is regulated by internal procedures at FZU. It is the FZU Employee Recruitment and Selection Strategy, which defines the basic values and principles. The specific procedure for conducting the recruitment and selection process is provided by the internal FZU Employee Recruitment and Selection Methodology, which defines the rules and guidelines. It is available on the internal website.

General principles of recruitment and selection

- The information about all open vacancies at FZU is available on the [FZU website](#).
- Research positions are always advertised in English and published on the [Euraxess website](#). To ensure the largest possible coverage, also other communication channels are used, namely other internet portals, social media, and collaboration platforms with universities (mainly with their career centres).
- The selection procedure is open to all applicants (external and internal).
- We use gender-sensitive communication in advertisements.
- During the whole selection procedure (as well for the duration of the whole employment contract) any direct and indirect discrimination based on 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' organizations is forbidden.



Advertising and recruitment

- We use a unified template for advertising which provides the applicants with structured and complete information about the open position. Each advertisement contains information about FZU, the description of the vacancy, requirements, summary of working conditions and benefits. It also provides information about the application process, deadlines, GDPR, and contact details.
- In advertisements, we provide as much information about the respective vacancy as possible. On the FZU Career web page, a set of additional information is available to applicants – the FZU values and vision, employee benefits, information about career development, description of the selection procedure, contact information, and others. More information is available at <https://www.fzu.cz/en/career>.
- The requirements related to a particular vacancy provide information about the minimum qualification requirements, yet not discriminating.
- We lower the administrative burden placed on applicants. The only documents we require are those needed to assess the relevance of a candidate. Documents are submitted only in electronic form.

Selection and assessment of applicants

- The selection committee members need to be independent and must not be in a conflict of interests. At the same time, we make sure that the members are sufficiently trained to perform an unbiased assessment of applicants.
- The composition of a selection committee is maximally balanced in terms of the expertise and the women and men ratio. We consider an external assessor to be invited into a selection committee based on vacancy relevance.

The establishment of selection committees and their function are defined in detail in the internal methodological document – FZU Employee Recruitment and Selection Methodology.

Selection procedure evaluation and completion

- Applicants are continuously informed about the course of the selection procedure.
- All participants in the selection procedure are provided with feedback.
- All candidates have the right to raise their complaints related to the hiring process by contacting FZU Ethics Committee. The procedure is published on the [FZU Career web page](#).



The quality and homogeneity of the selection procedure are ensured by means of HR partners/specialists who provide professional and methodological support to FZU employees and applicants.

Appendix: [FZU Employee Recruitment and Selection Strategy](#)