

# Recruitment at IGB

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These guidelines are based in the practices for Open, Transparent and Merit-based Recruitment of researchers (OTM-R) by the Steering Group of Human Resources Management of the European Research Area. In general, these practices include:

- public and transparent appointment of the selection committee
- informative, yet concise advertisement of the positions online
- electronic submission of necessary documents
- information of the applicants on received applications and the recruitment process
- screening of all applications, preferably by the same committee members
- balanced use of evaluation criteria consistent with the requirements of the announced position and assessment of merit as well as future potential
- established procedure to deal with complaints made by applicants

These guidelines are applicable for the recruitment of scientists, technical and administrative staff. The recruitment of research assistants and student research assistants as well as contracts with durations of less than six months are excluded from this procedure.

## 1. Selection committee composition

The selection committee must be independent. Members should not have any conflict of interest and the decisions must be objective and evidence-based. The composition of the committee should be appropriately diverse. In order to achieve this, every selection committee must comply with the following rules:

1. A minimum of two, better three or more voting members; additionally with full insight into all documents but without the right to vote one member of the workers' council, the equal opportunity commissioner as well as, if required, the disabled persons' representative;
2. Gender balance of the committee is intended. If this is not possible, the reasons have to be recorded. The committee as a whole should have all the relevant experience, qualifications and competencies to assess the candidates.
3. The following person is responsible for assembling the selection committee and chairing it or for appointing a suitable person to do so:
  - for tenure track positions: the director
  - for scientist positions in third party funded projects: the scientist in charge of the fund
  - for technicians: the department head or the supervising scientist

The director of IGB has the final responsibility for any recruitment at IGB and, thus, the right to be included in any selection committee upon request. He/she also has the right to revoke any of the committee's decision with adequate reason.

## Role of the Selection Committee

The selection committee is responsible for:

- adequately announcing the position
- sourcing, validating and assessing a wide range of information about candidates through written applications, interviews, referee reports and other appropriate assessment tools
- making a recommendation to appoint a suitable candidate

Committee members

- are to observe strict confidentiality in regard to all aspects of staff selection
- must not disclose any details of applicants or discuss aspects of the selection process with any person inside or outside of IGB,
- are prohibited from discussing aspects of the selection process, including the short-listing of applicants, with any person other than a fellow committee member

Unless explicitly authorized by the chair of the selection committee, members of the selection committee must not contact applicants or referees, or seek information on applicants from current or former employers, or work colleagues.

If a committee member has direct, personal interest or involvement in a matter under consideration, they must declare such interest as soon as they become aware of it. This will mean a declaration of any financial, family or other close personal relationship with any applicant for the position.

## 2. Announcement of positions

The selection committee ensures that the announcement contains all relevant information (see below) and is published broad enough. The timeframe should be set wide enough to include international applicants.

The advertisement should be as concise as possible, formulated gender neutral and include the following information:

- organization and recruiting unit
- job title, specifications and intended starting date
- number and duration of available positions
- researcher career profiles and competencies with the respective 'required' and 'desirable'
- working conditions, workplace, entitlements, type of contract

- the application procedure and deadline, which should, as a general rule, be at least one month from the publication date and take account of holiday periods
- a reference to the institution's OTM-R, HRS and equal opportunity policy (IGB homepage)
- a note to especially encourage the underrepresented gender to apply
- a note to especially encourage disabled candidates to apply
- contact details

The minimum of documents required for any application are:

- Letter of Motivation
- CV
- Reference Contacts

Other documents may be requested depending on the type of position. Submission of the application and its supporting documents should be possible electronically.

Advertisement of available positions is made electronically. A compilation of potential online portals can be found in the IGB intranet (documents > staff > vacancy). The posting in Euraxess is carried out automatically for all scientist positions. At IGB, all applications have to be submitted through the *softgarden* link. All announcements, except those for PhD positions and student research assistants, are also reported to the employment agency.

The chair of the selection committee has to ensure that all applicants receive a timely confirmation that their application has been received, including information on the recruitment process (next steps, indicative timetable).

### 3. Selection procedure

The criteria for selecting suitable candidates should focus on past performances as well as future potential and accommodate the career stage of the candidate to be appointed. A wide range of evaluation criteria consistent with the requirements of the position should be used and balanced. Merit should be judged qualitatively as well as quantitatively. Depending on the profile of the advertised position, these criteria may include:

1. research performance
2. teaching, supervision and mentoring
3. acquisition of funding
4. management/leadership skills
5. capacity for teamwork
6. societal impact of the research
7. international portfolio
8. outreach and knowledge transfer
9. additional qualifications

## Steps of the selection procedure

1. The non-voting members can decide in which steps they want to be involved. However, even if absent in the meetings of the committee, they have to confirm the compliance with the rules for the equal treatment of the underrepresented gender as well as disabled candidates.
2. All complete applications received until the given deadline are made available to all members of the committee for review.
3. As a first step, all candidates are discussed among the selection committee members and, as a result, a list of candidates generally qualified for the position is generated.
4. If no suitable candidates can be identified, a new announcement of the position is possible.
5. Based on the submitted application and, if necessary, additional reference information the selection committee decides if, and if yes which applicants should be invited for interviews. In case of sufficient applications by equally qualified female and male candidates, equal numbers of female and male candidates have to be invited.
6. Interviews are preferably conducted in person, otherwise electronic media can be used.
7. The selection committee determines if short-listed candidates are invited to present a seminar.
8. The selection committee determines if external reviews are requested to aid the decision process.
9. Based on this information, the selection committee proposes a ranked list of candidates. In case of equal qualification, applicants of the underrepresented gender and disabled candidates are to be favoured (for details see „[Ausführungsvereinbarung Gleichstellung](#)“ of the Joint Science Conference – German document only).
10. If no suitable candidates can be identified, a new announcement of the position is possible.
11. If the director makes use of his/her veto right, the list will be returned to the committee for adjustment.
12. Selected candidates are offered the position in order of rank.

All decisions of the selection committee have to be approved by the majority of the voting selection committee members. The chair of the selection committee has the right to veto this decision. In case of a veto, the chair proposes an alternative ranking that has to be approved by the majority of the voting selection committee members.

Upon completion of the selection procedure, all applicants receive written or electronic notice without unnecessary delay. All applicants are entitled to feedback upon request. Complaints made by applicants who believe that they have been treated incorrectly are dealt with by the chair of the selection committee within a month.