



BIOLOGY CENTRE OF THE CZECH ACADEMY OF SCIENCES

HR Strategy for Researchers (HRS4R)

Open, Transparent and Merit-Based Recruitment (OTM-R)
Recruitment Rules for Researchers and Selected Key Non-Research Staff

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HR EXCELLENCE IN RESEARCH



EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
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ABOUT THE BIOLOGY CENTRE CAS

The Biology Centre (BC) of the Czech Academy of Sciences (CAS) was established in 2006 and is the largest CAS institution outside Prague. BC comprises five research institutes – the Institute of Entomology, the Institute of Hydrobiology, the Institute of Parasitology, the Institute of Plant Molecular Biology, and the Institute of Soil Biology and Biogeochemistry.

BC is one of the major European institutions focusing on biological and bio-ecological research, and its researchers publish more than 400 scientific articles annually.

Our goal has always been high-quality and useful scientific research, which depends on excellent and motivated people. Therefore, in December 2017, BC committed to observing the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. Subsequently, in 2018, the Action Plan for the Development of Human Resources for Research, Development and Innovation and Gender Equality in Research, Development and Innovation in the Czech Republic for 2018–2020 was approved, and in 2019 BC received the HR Excellence in Research Award.

BC is committed to developing and supporting its existing recruitment practices, particularly by generalising and harmonising the recruitment process for new employees across all institutes and by providing all researchers with a supportive working environment. Emphasis is placed on supporting their careers and involvement in public engagement and science communication. BC also strives to facilitate the working and living conditions of its international researchers by improving its welcome services and workplace integration process.

This document sets out the basic principles for the recruitment of researchers and selected key non-research staff at BC and describes the process for filling these positions. For the purposes of this document, key non-research positions include selected managerial, professional or strategically important positions. The application of this procedure to a specific non-research position is decided by BC management.

In this document, the terms “applicant”, “candidate” and “employee” are used in a gender-neutral sense and are not intended to express any form of gender discrimination.

RECRUITMENT PROCESS FOR RESEARCHERS AND SELECTED KEY NON-RESEARCH POSITIONS

1. Basic Principles

- **Openness and Transparency**

All applicants are informed of the number of available positions and the descriptions of specific positions through job advertisements. Detailed information on the recruitment process is available to candidates in this publicly available OTM-R document. All candidates are notified of the outcome of their application to the selection procedure without undue delay. Candidates who participated in the second round of the selection procedure are also provided, after its completion, with brief feedback on their candidacy in relation to the requirements of the position.

- **Merit-Based Assessment**

When selecting a suitable candidate for a position, BC takes into account the full range of the applicant's professional history. The applicant's merit is assessed both qualitatively and quantitatively, and the evaluator takes into account not only the applicant's previous experience but also their overall potential in a broader context.

- **Non-Discrimination**

Prospective employees are not discriminated against on the basis of age, sex, beliefs or religion, social or national origin, ethnicity, sexual orientation, language skills, disability, opinions, or social or economic circumstances.

2. Classification of Researcher Profiles

Job offers use the established classification of research and development staff, which helps define their experience profile across a broad spectrum, regardless of the profession or sector in which they work. There are four levels:

- *First Stage Researcher (R1) – PhD candidate. Early-stage researcher with less than four years of research experience.*
- *Recognised Researcher (R2) – PhD holder, not yet fully independent, with more than four years of research experience.*
- *Established Researcher (R3) – experienced researcher with a high degree of independence and more than four years of research experience.*
- *Leading Researcher (R4) – leads their own research area.*

3. Job Advertising

BC uses a standard job advertisement template, which is then adapted to the needs of a specific position in cooperation with the relevant manager (job advertisement template – see Appendix 1). The job advertisement includes:

- *basic information – job title and description, workplace, type of position, type and duration of employment relationship, FTE, gross salary, expected start date, application deadline, etc.*
- *requirements – education, language skills and other requirements*
- *additional information – benefits (more information on benefits [here](#)), a link to the official BC website and/or the relevant organisational unit, and other comments*

All research and development positions are advertised on the official BC website, the EURAXESS portal and ResearchJobs.cz. Selected key non-research positions are advertised on the official BC website and, depending on their nature, also on other suitable job portals. Job advertisements for positions covered by this document are published for at least three weeks in accordance with the BC Organisational Rules.

4. Selection Committee

For each vacant position, the Director of BC or the directors of the relevant organisational units appoint a selection committee. The selection committee consists of at least three members and always has an odd number of members. When establishing the selection committee, gender representation is taken into account and efforts are made to achieve a balanced composition unless objective reasons prevent this. The committee always includes (1) a representative of the HR Department of TAS, (2) the future employee's direct supervisor, and (3) the director of the relevant organisational unit or a person authorised by them to act on their behalf.

Before the start of the selection procedure, members of the selection committee familiarise themselves with the BC CAS Methodology for Conducting Selection Procedures,

which serves as a practical guide for the work of the selection committee.

5. Shortlisting

Once the application deadline has passed, the selection committee reviews all submitted documents, in particular CVs, cover letters and publication portfolios (the first round of the selection procedure), and completes the relevant report (sample List of Candidates – see Appendix 2). The selection committee then excludes applicants who do not meet the basic required qualifications or the established criteria in accordance with the job description and the requirements specified in the job advertisement. At least three applicants advance to the next round of the selection procedure, which includes interviews with the selection committee. However, if fewer than three applicants meet the basic requirements, only those applicants who meet the established basic requirements advance to the next round, regardless of their total number. Applicants who do not advance to the next round are informed of this without undue delay by email.

6. Interview

Where possible, the interview is conducted in person. As candidates are often unable to attend in person, an online interview is considered an equivalent alternative.

At the beginning of the interview, the members of the selection committee introduce themselves to the candidate. The relevant position is then presented to the candidate, including the working conditions and other relevant information. The candidate is then invited to introduce themselves and summarise their previous work experience, as well as any other relevant experience and competencies. Based on the course of the interview, members of the selection committee ask follow-up questions focusing in particular on the candidate's professional knowledge, experience, motivation and suitability for the position. At the end of the interview, the candidate is informed of the next steps and the expected date on which the results of the selection procedure will be announced. After interviews have been conducted with all applicants who advanced to the next round of the selection procedure and wish to participate, the selection committee completes the relevant report (sample Interview Report and Signature Sheet – see Appendix 3). Each candidate is evaluated by the members of the selection committee in a joint discussion, which ultimately leads to a joint decision on the most suitable candidate.

7. Filling the Position

The candidate selected by the selection committee is recommended for approval to the Director of the relevant research institute or the Director of TAS, depending on the type of position being filled. Once the selected candidate has been approved, the successful applicant is informed by email and is presented with an employment offer including the specific employment conditions. The employment offer includes in particular:

- FTE, or weekly working hours,
- start date,
- duration of the employment relationship,
- gross salary,
- working time schedule.

The candidate is given a reasonable amount of time to consider the offer. Communication concerning their decision takes place by email. Once the candidate has confirmed their

interest and an agreement has been reached, unsuccessful applicants who advanced to the second round of the selection procedure are informed of the outcome by email.

8. Monitoring of the Recruitment Process

The HR Department continuously monitors basic data on applicants and the course of selection procedures at BC. In aggregate form, it evaluates in particular the number of applicants, their representation by gender and nationality, and the length of the recruitment process. Data on gender and nationality are processed exclusively for statistical and analytical evaluation of the recruitment process. They are not included in the materials provided to the selection committee and are not taken into account when assessing or selecting individual applicants.

9. Employment of Doctoral Students of the University of South Bohemia

Based on the written Agreement on Cooperation in the Implementation of Doctoral Study Programmes between the University of South Bohemia in České Budějovice and the Biology Centre CAS, and on the application of equivalent HR Award principles by the University of South Bohemia in selection procedures for doctoral students, BC CAS may enter into an employment relationship with PhD students in accordance with the outcome of the selection procedure conducted at the University of South Bohemia, where the relevant documentation is kept (the admissions procedure report containing the committee's proposal approved by the dean of the relevant faculty and the admission letter).

10. Comments and Complaints

Comments and complaints concerning the selection procedure may be sent by email to hr@bc.cas.cz.

Appendix 1: Job Advertisement Requirements (General Template)

Basic Information

- Job title*
- Workplace*
- Type of position*
- Researcher profile – applies only to scientific positions
- Type of employment relationship*
- Duration of employment relationship*
- FTE*
- Weekly working hours
- Gross salary / remuneration under an agreement
- Expected start date
- Application deadline
- Job description*

Requirements

- Minimum level of education*
- Field of education
- Language skills and level
- Other requirements

Additional Information

- Link to the website with detailed information about the position
- Benefits
- Additional comments
- Email address(es) for applications

Note: Items marked with * must always be completed. The remaining items may or may not be completed depending on the nature of the vacancy.

Appendix 2: The form for the list of candidates



Protokol z 1. kola výběrového řízení – Seznam uchazečů Report on 1st Round of Selection Procedure – List of Candidates

Pracovní pozice / Job position:

Pracoviště / Workplace:

Oddělení / Department:

Odkaz na pracovní nabídku / Job offer link:

Datum ukončení užšího výběru / End date of shortlisting:

	Uchazeč <i>Candidate</i>		Kontaktní e-mailová adresa <i>Contact e-mail address</i>	Postupuje k pohovoru (ano/ne) <i>Advances to interview (YES/NO)</i>
	Příjmení <i>Surname</i>	Křestní jméno <i>First name</i>		
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Appendix 3: The form for the interview report and signature sheet for SP reports



Protokol z 2. kola výběrového řízení – Protokol z pohovoru **Report on 2nd Round of Selection Procedure – Interview Report**

Pracovní pozice / Job position:

Pracoviště / Workplace:

Oddělení / Department:

Odkaz na pracovní nabídku / Job offer link:

Datum pohovoru / Date of interview:

Jméno uchazeče / Candidate's name:

Doložené **nejvyšší** dosažené vzdělání uchazeče (vyberte jednu možnost)

*Proven **highest** achieved education of the candidate (select one):*

- ☐ Středoškolské / Secondary school
- ☐ Bakalářské / Bachelor's degree
- ☐ Magisterské / Master's degree
- ☐ Doktorské / PhD

Znalost anglického jazyka

Knowledge of English language:

- ☐ Základní / Basic
- ☐ Pokročilá / Intermediate
- ☐ Výborná / Excellent

Zdůvodnění (ne)výběru uchazeče / Justification of the candidate's (non)selection

Uchazeč (ne)splnil následující požadavky definované v pracovní nabídce

The candidate has (not) fulfilled the following requirements specified in the job offer:

Další poznámky (např. osobnostní rysy uchazeče a další významné postřehy)

Additional notes (e.g. candidate's personality traits and other significant observations):

- ☐ Uchazeč **byl vybrán** / *The candidate **has been selected***
- ☐ Uchazeč **nebyl vybrán** / *The candidate **has not been selected***



Podpisový arch k protokolům z výběrového řízení *Signature Sheet for Selection Procedure Reports*

Pracovní pozice / Job position:

Pracoviště / Workplace:

Oddělení / Department:

Odkaz na pracovní nabídku / Job offer link:

Datum ukončení výběrového řízení / Closing date of selection procedure:

Celkový počet protokolů z pohovoru / Total sum of Interview reports:

Slovy / In words:

Níže podepsaní členové výběrové komise stvrzují svým podpisem pravdivost informací uvedených v seznamu uchazečů a v protokolech z pohovorů a zároveň potvrzují, že se před zahájením výběrového řízení seznámili s Metodikou vedení výběrového řízení Biologického centra AV ČR.

The undersigned members of the Selection Committee hereby certify by their signatures the accuracy of the information provided in the list of applicants and in the interview records, and at the same time confirm that, prior to the commencement of the selection procedure, they familiarized themselves with the Methodology for Conducting Selection Procedures of the Biology Centre CAS.

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