



# **THE BIOLOGY CENTRE OF THE CZECH ACADEMY OF SCIENCES**

## **Human Resources Strategy for Researchers (HRS4R)**

### **Open, Transparent, Merit-based Recruitment of Researchers (OTM-R) Policy**

**2019**



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## ABOUT BC CAS

The Biology Centre (BC) of the Czech Academy of Sciences (CAS) was established in 2006 and is the largest institution of the CAS outside Prague. Five individual scientific institutes (SI) operate within the BC – Institute of Entomology, Hydrobiology, Parasitology, Plant Molecular Biology and Soil Biology and Biogeochemistry.

The BC belongs among significant European institutions focusing on biological and biological-ecological research and its researchers publish over 400 scientific articles per year. Our goal has always been high-quality and beneficial science research, which is not happening without excellent and motivated people. That is why the BC CAS has committed to respect [The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers](#) in December 2017. After that the [BC CAS Action Plan HRS4R](#) was authorized in 2018 and the HR Excellence in Research Award was obtained in 2019.

The BC has committed to develop and promote its existing recruitment practice mainly by generalizing and unifying the recruitment procedure across all its institutes and to provide all the researchers with conducive working environment. The emphasis is given on their career stimulation and involvement in public relations and popularization of science. The BC has also been making great effort to facilitate the working and living conditions of its expatriate research employees by betterment of the welcome office and on-boarding process.

This policy sets out basic principles for recruitment in research and development (R&D) and describes recruitment procedure of the BC for researchers.

## RECRUITMENT PROCEDURE FOR R&D

### 1. Basic principles

- *Openness and transparency*

All applicants are informed about the number of available posts and description of positions via posts advertisement. They can also learn about recruitment process from publicly obtainable documents of BC (e.g. this policy). All candidates are notified of the result of their applications without unnecessary delay.

- *Merit-based judging attitude*

When selecting suitable applicant for the respective post, BC considers whole range of applicant's work activity history. The applicant's merit is evaluated qualitatively as well as quantitatively and the responsible assessor considers not only applicant's previous experience but also his overall potential in broader context.

- *Non-discrimination*

Potential employees are not discriminated by their age, gender, belief and religion, social or national origin, ethnicity, sexual orientation, language, disability, potential opinion and social or economic condition.

### 2. Researcher profile classification

Our job advertising operates with established classification of researchers, which helps to outline the researcher's experience profile in broader spectrum regardless of the profession or sector he/she works in. There are four levels:

- *First Stage Researcher (R1)* – PhD candidate or equivalent. Early stage researcher with less than 4 years FTE research experience.

- *Recognized Researcher (R2)* – PhD holder or equivalent, not yet fully independent. Experienced Researcher with more than 4 years FTE research experience or has a doctoral degree.
- *Established Researcher (R3)* – Established Researcher with a developed level of independence. Experienced Researcher with more than 4 years FTE research experience or has a doctoral degree.
- *Leading Researcher (R4)* – Leading his/her research area or field.

### 3. Job advertisement

HR department of BC has prepared unified post advertisement form which is then suited to the concrete post needs in cooperation with respective SI leading employee (job advertisement template – see Appendix 1). The advertisement contains for example:

- *basic information* – job title and description, workplace, job type, type and duration of the labor-law relationship, job status, gross salary or wage, envisaged starting date, application deadline etc.
- *requirements* – education, languages and other
- *additional info* – benefits ([more information about benefits here](#)), link to the official BC website and/or respective organization unit and other comments

Vacancies are available on the [official BC website](#) and on specialist recruitment sites such as [EURAXESS](#) and [www.researchjobs.cz](#). In some cases, the advert is posted also on [www.researchgate.net](#). The job advertisements are posted for minimum of 3 weeks as anchored in the Organization Code of the BC.

### 4. Selection Committee

For every vacancy the Director of the BC or the Director of the relevant SI appoints the Selection Committee. The Selection Committee consists of at least three members and is gender balanced. Number of the Selection Committee members is always odd. The Selection Committee always includes (1) TAS HR department representative, (2) immediate superior of the future employee filling the respective vacant position and (3) Director of the BC, SI or a person of their choice acting on their behalf.

### 5. Shortlisting

Once the closing date for the submission of applications has passed, the Selection Committee screens all the received documents such as CVs, Cover Letter and Publication Portfolios (first round of the recruitment process). Then fills out the checklist (list of candidates template – see Appendix 2) and shortens the list of candidates to applicants who meet at least the minimum of required criteria/qualifications in accordance with the job description and requirements. Three chosen applicants minimum advance to the next round of the recruitment process to interview(s) with the Selection Committee. In case that minimum requirements are not fulfilled by at least 3 applicants, only those who fulfilled them advance to the next round, despite the number is lower than usual. Unsuccessful candidates are informed about the matter by e-mail immediately.

### 6. Interview

If possible, the interview is realized in person. Given the candidates are often unable to physically attend, the interview via online means is an equally valid option.

In the beginning of the interview, the members of the Selection Committee are introduced to the candidate. Then the job in question and working conditions are introduced in detail. After that the candidate is invited to introduce himself/herself and describe his/her work experience. Amount and

nature of additional questions stems from the interview dynamics up to the moment. In the end the candidate is informed about the way and date he/she is going to be notified of the interview result.

After all the candidates chosen (and willing to attend) for the next round are interviewed, other checklist is filled out again (interview report and signature sheet template – see Appendix 3). Each candidate is assessed by the Selection Committee members in collective discussion which eventually leads to collective decision about the most suitable candidate.

## **7. Appointment**

The candidate chosen by the Selection Committee is recommended to the Director of the respective SI. After Director's approval the successful candidate is informed by e-mail and offered the job contract with concrete conditions. If the position requires academical education, the Director of the BC or SI classifies the employee's qualification level and defines concrete characteristics of the job contract. The contract proposal includes:

- working time
- work starting date
- gross salary/wage
- working time layout
- employment duration

The candidate is given appropriate time for consideration and his decision is communicated via e-mail. Once the arrangement with the successful candidate has been reached, unsuccessful candidates of the second round are informed about the result of their application via e-mail.

## **8. Acceptance of Ph.D. students of University of South Bohemia into the employment relationship**

Based on the written Agreement of cooperation of realization of Ph.D. study programs between University of South Bohemia (USB) and Biology Centre CAS and applying similar HR principals by USB during the selection procedures of Ph.D. students, Biology Centre CAS may come into employment relationship with the Ph.D. students in accordance with the results of the selection procedure done by USB, where all the related documents (admission procedure report with the proposal of the committee approved by the dean of related faculty and acceptance letter) are archived.

## **9. Comments, complaints**

Comments and complaints about the selection procedure can be sent via e-mail to [hr@bc.cas.cz](mailto:hr@bc.cas.cz).

## Appendix 1: The job advertisement template

### Basic information

- Job title\*
- Workplace\*
- Job type\*
- Researcher profile – *applies to research posts only*
- Labor-law relationship type\*
- Labor-law relationship duration\*
- Job status\*
- Hours per week
- Gross salary/wage
- Envisaged job starting date
- Application deadline
- Job description\*

### Requirements

- Min. education level\*
- Field of the education
- Languages and their level
- Other requirements

### Additional Information

- Website for additional job details
- Benefits
- Additional comments
- E-mail(s) for replies

Note: Items marked with \* are always filled out. Remaining items may or may not be filled out, 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 1<sup>st</sup> 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 Candidate		Kontaktní e-mailová adresa Contact e-mail address	Postupuje k pohovoru (ano/ne) Advances to interview (YES/NO)
	Příjmení Surname	Křestní jméno First name		
1				
2				
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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 2<sup>nd</sup> 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 potvrzují, že výběrové řízení proběhlo v souladu s pravidly nábory výzkumných pracovníků (OTM-R).

*The undersigned members of the Selection Committee certify by their signature the accuracy of the information provided in the List of Candidates and the Interview Reports and confirm that the Selection Procedure was conducted in accordance with the rules of the Recruitment of Researchers (OTM-R).*

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