

Recruitment and selection policy and the principles of open and transparent procedures Veterinary Research Institute

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HR EXCELLENCE IN RESEARCH

Recruitment and selection policy and the principles of open and transparent procedures

Veterinary Research Institute

1. Introduction

The Veterinary Research Institute, (hereinafter referred to as the VRI), follows the continuous implementation of the [HRS4R strategy](#) and promotes effective human resource management, committed to promoting effective recruitment practices by the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

We have a policy of open and transparent recruitment (the OTM-R Policy), which is part of the HRS4R research strategy. We promote procedures and apply tools to find, select and recruit the most suitable person for the job. We strive to consider and promote equal opportunity and equity in recruitment.

The recruitment, selection, and hiring of staff are performed in the context of our research institution by applicable legislation. Each position recruited, takes into account the specific needs of the required work activities, which further adjusts the specific type, length, and scope of the employment relationship.

The conditions for recruitment and employment of employees are regulated in the Czech Republic by Act No. 262/2006 Coll. (Labour Code as amended) and Act No. 435/2004 Coll. (Employment Act as amended).

The recruitment and selection process at VRI is regulated by:

- Internal Directive System of Recruitment and Selection of Researchers and Other Employees
- Internal regulation 05 VRI Work Rules,
- Throughout the recruitment and selection process, we respect the Code of Conduct for the Recruitment of Researchers, the VRI Code of Ethics, and the GDPR (Data Protection) principles at VRI.
- The guarantee of the recruitment and selection process at VÚVeL is the statutory authority of the research institution, represented by the Director. The recruitment process itself, its management, and its support is coordinated through the HR department.

Our recruitment system is based upon good human resource planning and the whole process is set up to be OPEN and FAIR. We provide employees with the necessary support to navigate the HR processes and encourage opportunities to create activities that promote career development, exchange of experiences, and teamwork.

Concerning the activities in the institution's charter, we support opportunities and activities in areas leading to networking with the business sector and other actors in knowledge and transfer of technology. Our goal is to conduct the most challenging studies with a proportionally balanced share of basic and applied research, to accelerate the transfer of knowledge and innovative technologies from research closer to use in the application sphere, including industry. To achieve the necessary prerequisites for our activities, we see the recruitment process as an activity related to the fulfillment of our objectives.

2. Identify with the Strategy for HR Excellence in Research

Recruitment of employees at VRI is performed under the HR policy and according to our internal rules for selection. Our main goal is to obtain suitable employees for the institute and for individual work and research teams who have sufficient commitment, desire, and interest in cooperation. Recruitment at VRI promotes the principles of openness, and transparency, conducted in a way that leads to the selection of a suitable candidate.

The selection of researchers is based on human resource planning, where job placement is linked to the required provision of tasks. The actual need for providing work activities and the level of required competence are always assessed on an individual basis. Careful consideration is given to the extent to which effective provision can be made with internal resources, or there is the need to seek additional resources outside internal capacity. The duration and conditions of the employment relationship are always determined. In particular, we consider the duration of the position, which is related to the performance of specific activities, either for the needs of the research project or for the direct operational needs of the Institute.

3. Main areas of application of the OTM-R policy

We manage the recruitment and selection of employees according to the policy in the following areas and procedures:

- Advertisement of the post and application of candidates
- Assessment and evaluation of candidates
- Selection of the best candidate and the closing of the selection process
- Monitoring and publishing process

4. Job advertisement and candidate application

Candidate Acquisition Process

We recruit researchers and other staff through public announcements, by advertising on the internal job market (timely information and opportunity not only for our staff but also for those continuously following up on job vacancies), and by advertising on the

External job market (opportunity for any person interested in a research or administrative/ support position). The extent of targeting towards potential candidates and the question of whether the search for candidates will take place in the context of local or international cooperation/ mobility is always assessed concerning the nature of the work, the level of expertise and experience required in about demands and job requirements. As defined on-demand, the appropriate format and mode of presenting requirements in the form of an advertised job offer (including the choice of language and scope of the advertisement, the definition of the required competencies, the scope and length of the contract, etc.) are set.

When filling the posts, we are giving priority to the organization's internal resources. In the context of the termination of a research/project, due to changes in the organization of work or changes in organizational structure, or as part of a shift in the employee's work and expertise, we try to fill the position from internal resources. Internal resources and the filling of positions represent greater stability for the organization and potential candidates are already fully adapted to the internal processes and system of work. They, therefore, represent a significant resource that we perceive as opportunities in the internal labor market.

Promoting non-discrimination and supporting equal opportunities

The principles of non-discrimination are addressed in every job offer, advertisement, and in the requirements for filling positions. We create advertise and publish positions in a gender-sensitive way, and everyone has the opportunity to express their interest in possible cooperation. For positions that the nature of the work allows, we also offer cooperation to handicapped persons or other groups (graduates, seniors, parents on parental leave, and persons with disabilities). Where relevant, we will prominently display the necessary information. In line with open and transparent recruitment procedures, the advertised job vacancies are formulated concisely as much as possible for the candidates.

During the assessment of applications - professional competencies and experiences are always taken into account during the selection process. No discrimination (on based once, ethnic or social origin, nationality, gender, sexual orientation, age, disability, religion, belief or world view, property, birth, or nationality) is made between candidates responding to an advertised position. These principles and those promoted are described in general terms in our internal regulations such as the VRI Work Regulations and the VRI Code of Ethics. In selection procedures with candidates, we avoid questions and statements that may be perceived as discriminatory by the candidates.

Published information about the position

- the name of the organization and the name of the contracting authority (organizational unit),
- the job title with an indication of suitability for the relevant categories (symbols)
- the date on which the job was published on the website,
- job description,

- the required competency criteria (minimum educational requirements,
- work experiences and required skills and expertise),
- experience requirements, language, and other skills/qualifications,
- personal profile and psychosocial aptitude requirements,
- the form of the application and the documents required from the applicant,
- number of job positions,
- expected date of employment
- type of employment relationship, length of the employment relationship, and duration of the contract
- whether the post is for disadvantaged groups
- place of work,
- information on salary and benefits provided to employees,
- contact for more detailed information and questions,
- deadline for applications,
- information about the organization, the department (or research project),
- link to other open positions, information on equal opportunities, promotion of non-discrimination and protection, and processing of the data provided,
- a link to the VRI OTM-R policy
- a contact address for comments on the selection process

Minimum administrative effort for candidates

To amplify and maximize the efficiency of the whole process, electronic application and registration is the preferred method of application. It is possible to apply from any place and at any time via the Internet. For the application for the assessment, only relevant and necessary information is required from the candidate. Further documents that verify or confirm the information about the candidates are obtained at subsequent stages of the selection procedure and are therefore without unnecessary administrative preparation requirements. In the cases where it is not possible for the candidate (e.g. for technical reasons), to make the application online, the candidate may deliver the documents in hand or by mail. According to the procedures set, the administrative effort for the applicant is minimal.

Each open job offer is always advertised on the VRI website and, depending on the nature of the job and the requirements of the contracting authority, may also be published in other designated places:

- <https://www.vri.cz/vyberove-rizeni/volna-mista/>,
- depending on the nature of the advertised position, on the Institute's social networks, or on portals according to the advertiser's specific requirements.

Candidates who have sent the necessary documents to the contact addresses for the application process and have replied to the advertised position are of the delivery always notified electronically. In the case of response via the job portals, automatic notifications are sent to them to confirm such successful applications and continue processing their request. In the case of time shifts or modifications in the selection process, the participants are informed of this fact and of the further steps to be taken, including the progress of the selection process at each stage.

5. Assessment and evaluation of candidates

Selected members of the recruitment team are involved in the selection process and are nominated for the necessary stages of the selection process. All members involved in the selection process are receiving the necessary support from the HR department and are provided with the necessary information for their roles in the process. HR department provides for the staff involved in the selection process information on training opportunities, including procedures for selecting and interviewing candidates. VRI's HR department is providing a coordinating role in the recruitment process and participates in the selection process. It keeps the candidates involved in the process informed of the current status of the recruitment process.

Establishing the selection team

For each selection procedure, a specific group of members is always created to form the selection team. The selection team consists of at least 3 members, who are usually the new employee's line manager, the head of the department or unit, the HR manager, or, where appropriate, other cooperating staff. An odd number of team members is preferred, primarily because of the diversity of opinions and the formulation of conclusions and results of the selection. When forming the selection team, we take into account aspects in the broader context such as professional and professional-social proximity to the position, experience in the area under consideration, objectivity and impartiality of the individual members, and, where appropriate, the necessary language skills to conduct the interview. The aim is to build the selection team complex so that it can assess the necessary experience, qualifications, and competencies of candidates in the most relevant context.

The composition of the selection team will be proposed by the relevant Head of Department or Head of Unit, always to the posted position. The selection team will be approved by the Director of the VRI, after a proposal by the relevant proposer. The Director may confirm, modify or partially change the composition of the selection team and its structure. In the process of selecting managers, the Director appoints the selection team. To maintain objectivity and for the selection of senior researchers, independent external evaluators with experience in the research area will be invited as members of the selection team.

Pre-selection and interviews

The HR department assesses all applicants and suitable pre-selects candidates for the next stage. The first step is to consider whether all the prescribed formalities have been met, the candidate's qualifications, and job experience concerning the requirements of the post. Validation of whether the candidates meet the requirements of the post is carried out from the documents submitted or by telephone verification. Telephone contact is mainly used to obtain additional information and to verify the candidate's motivation. The Personnel Department proposes a shortlist of candidates

to the selection team and recommends them for the next stage, which is a personal interview conducted by the selection team. According to the number of pre-selected candidates, a reasonable timetable and dates for the personal interviews are set. If it is not possible to interview a candidate in person due to time, distance, or transport, video conferencing, teleconferencing, etc. is used or an individual date is set according to the situation, and the possibilities of all sides involved.

To maintain objectivity, the candidates are assessed by the same members of the selection team throughout the selection process and their composition does not change during the selection process. To select a suitable candidate, one or more rounds of face-to-face interviews may be conducted, which may be supplemented by testing, knowledge verification, task or case study processing, or professional and other personal characteristics may be verified by the Assessment Centre, online diagnostics, etc.

Selected candidates who advance to the next stages of the selection procedure, will be informed about the following steps and timetable in advance. Candidates who do not progress to the next stages are notified by e-mail of the result without delay so that they can concentrate their time and effort on other job search activities and not wait for an unreasonable amount of time for a response.

Assessment of candidates and evaluation procedure

The condition applicable to a candidate for a post is always that he/she meets the requirements and criteria for the job. The criteria for selecting the best candidate are based on the requirements stated in the specific job advertisement. It is especially about the candidate's consideration and his/her past performance, also his/her future potential, motivation, and commitment to be a valid member of the team. The selection process, which is carried out using pre-defined criteria for the specific job, guarantees a fair assessment and comparison of candidates.

The assessment takes into account candidates' achievements through publication indicators, experience in managing research and other projects, team leadership, the transfer of knowledge, knowledge of specific methodologies, etc. For senior and specialized positions, the selection process may include presentations by individual candidates on a given topic or the completion of a case study. Interruptions in career or non-standard career paths are considered on an individual basis and are not primarily seen as a factor that puts the candidate at a disadvantage. Achieved skills with a transfer of experience and other aspects such as mobility, residence in another country, and experience in another sector are beneficial and have added value to the selection process.

The basic job requirements that we unconditionally demand from applicants and all candidates for the position are ethical behavior, commitment to work for our institute, and teamwork. In the selection process, we also take into consideration candidates' psychosocial factors and their emotional and social competencies. We also can take into account any references and previous work experience.

Selection of the candidate and completion of the selection procedure

After all stages of the selection process have been completed, the selection team shall process the evaluation of the candidates. The candidate selected by the selection team is recommended to the VRI Director. After the Director approves the recommended candidate, that candidate is informed by email. The HR department makes a job offer to the successful candidate. If the successful candidate accepts the offer made, the selection procedure is closed. Following the principle of 'transparency', all applicants will receive notification of the selection procedure's conclusion. The notification will be sent after the end of the selection procedure and without undue delay, always by e-mail to the candidates' contact addresses. All candidates who took part in the selection procedure before the selection board will also be informed of the result.

The selected candidate who has received a job offer got a reasonable period to consider his/her decision. Once working conditions have been agreed upon, the other unsuccessful candidates from the second round are informed by email about the results of their participation. The contracting authority may terminate the selection procedure at any stage of the selection procedure without selecting a candidate. If the selection procedure is terminated in this way, all candidates who have applied are informed about this situation.

The draft of the job offer includes:

- information about the place of work, position, duration of the working relationship
- start date, salary
- the working schedule

6. Publicity and monitoring of the selection process

Monitoring the effectiveness of the recruitment process

The Human Resources Department is responsible for monitoring the application of the OTM-R policy, which is reflected in the Recruitment and Selection Guidelines and is also the supervisor of all approved procedures, as well as continually monitoring and evaluating the candidate selection process and their compliance with the OTM-R rules.

Publication of mandatory policy rules

The rules of the recruitment policy are publicly available on the VRI website in the HR Award section. The document is accessible to all applicants for a job and describes the selection and assessment procedure for applications, including the communication process. A link to the recruitment policy will be published in each job advertisement.

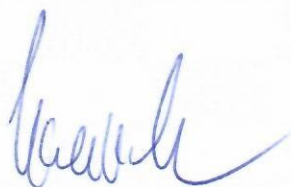
Feedback from the selection process and rules for handling complaints

All applicants who have participated in the selection process before the selection panel have the right to request feedback from the selection process to the contact address nabor@vri.cz within 7 days of receipt. Candidates may not appeal against the selection board's decision or against the results of the selection procedure. Any legitimate comment or suggestion for further improvements in the process will be considered and incorporated where relevant. We will respond promptly to questions from prospective candidates or those who have applied for the selection process.

7. Approval

Recruitment and selection policy and the principles of open and transparent procedures Research Institute of Veterinary Medicine, v. v. i.


Prepared by: Ing. Jiří Kolísek, HRS4R coordinator



Signature:

Date: 6. 3. 2023

Approved by: MVDr. Martin Faldyna, Ph.D., VRI Director



Signature:

Date: 06 -03- 2023



RECRUITMENT AND SELECTION POLICY AND THE PRINCIPLES OF OPEN AND TRANSPARENT PROCEDURES HAVE BEEN FORMULATED IN ACCORDANCE WITH THE IMPLEMENTATION OF THE ACTION NO. 05 "ESTABLISHMENT OF THE INTERNAL POLICY RULES OF OTM-R AND THE SYSTEM FOR RECRUITMENT AND SELECTION OF THE STAFF I.5.1. - T5.1. ACCORDING TO THE ACTION PLAN HRS4R 2022-2026.