

## **Principles of Open, Transparent and Merit-Based Recruitment at the University of West Bohemia**

Hiring top quality employees is essential for the development and long-term prospects of every organisation. The management of the University of West Bohemia (hereinafter referred to as "UWB") considers the hiring process very important and has, therefore, issued the following principles for employee recruitment.

These principles apply to job positions for which a selection procedure was announced. The selection procedure is always announced for a job vacancy for academic staff or an expert in science, research and development (hereinafter referred to as the "Researcher"). A selection procedure is recommended for filling other job vacancies, and its announcement depends on the decision made by the selection procedure announcer.

### **General Provisions**

The selection procedure must follow the rules and principles of the European Code of Conduct for the Recruitment of Researchers (Recommendation of the EU from 11 March 2005 on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers - 2005/251/ES - hereinafter referred to as the "Code").

The selection procedure is governed by the legislation of the Czech Republic as well as by UWB internal regulations defining the process of filling academic staff and researcher vacancies.

### **Job Advertising and Application for a Selection Procedure**

Job advertisements must be short and precise. If appropriate, advertisements may mention links to webpages with more information about a vacancy. Documentation for a selection procedure should contain, according to the nature of the job vacancy, information on the possibilities of career growth.

An advertisement can be published, according to its nature, on the UWB Portal ( [www.zcu.cz](http://www.zcu.cz) ), EURAXESS, on other webpages (e.g. job platforms, advertising sections of expert groups) or it can be directly addressed to potential candidates.

Each advertisement must mention a contact person who responds to questions and is responsible for submitting applications for the selection procedure. The preferred form of application is via e-mail.

If the deadline for the selection procedure is extended by the announcer, all registered applicants must be notified of this fact.

Applications received after the deadline will not be taken into account.

The announcer always tries to minimise the administrative burden on applicants. Therefore, according to Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons (GDPR), only data necessary for the selection procedure is required.

Each applicant receives a confirmation that his/her application was successfully submitted. If necessary, applicants receive an e-mail with additional information (e.g. with a schedule of the admission procedure).

## **Principles for Evaluating Applications and Selecting a Suitable Applicant**

Each application is evaluated by a selection committee appointed by the announcer. The committee is independent, does not have any conflict of interest and is gender-balanced. Its members are experts in an area related to the vacancy.

The committee reviews the completeness of an application, its formal accuracy and compliance with qualification prerequisites. In the case of formal deficiencies, the committee members may ask the applicant for their correction.

The committee decides whether an interview with one or more applicants will take place.

In the case an interview is not approved, the evaluation of applicants is based on the information submitted. The order in which applications were received is not taken into account. In the case the interview is approved, the contact person arranges the date and language of the interview in sufficient time. According to the nature of the selection procedure, the interview takes place in UWB premises or is organised using remote communication.

When evaluating the applications received and the process of the interview, attention is paid to the information provided by the applicant as well as to the general principles of the Code. The evaluation of the applicant is based on his/her previous results and work experience presented both on the CV and during the interview. The criterion of quality and quantity is taken into consideration, with respect to career development, career breaks or life situations and long-term professional development of the applicant. Attention should also be given to added value activities that are not directly related to the applicant's practice of his/her profession, such as participation in mobility programmes or workshops, or the development of his/her skills related to his/her career. The applicant's future potential and contribution should also be taken into account. During the interview, applicant's skills and knowledge can be verified by psychological and personality tests, practical assignments, or evaluation of his/her knowledge of a foreign language.

Based on the evaluation, the committee recommends the most suitable applicant. The announcer decides on the final selection of an applicant and is entitled to refuse the recommendation of the committee.

The selection procedure is terminated within 90 days of its announcement.

## **Principles for Filling a Job Vacancy with a Selected Applicant**

Unsuccessful applicants are notified by the contact person. The contact person notifies the unsuccessful applicants of the reason for their exclusion from the selection procedure and, if required by the applicant, the contact person is entitled to notify the applicants of other aspects of the selection procedure, where possible and appropriate. Objections may be directed to the announcer of the selection procedure. All candidates are provided with feedback. If the candidates have additional questions, they must always be given a response. In order to ensure transparency, applicants who were invited for an interview, are notified of their strengths and weaknesses once the selection procedure is terminated.

The successful applicant will be notified by the contact person within a reasonable time frame. The contact person arranges all necessary matters related to the commencement of employment.

*Created by University Parts involved in HR Award (HRS4R) in cooperation with the Human Resources Division.*

*Remarks can be directed to: The Human Resources Division.*