

Institute of Geological Sciences PAS

Policy of Open, Transparent, Merit-based Recruitment



HR EXCELLENCE IN RESEARCH



Introduction

On 14th of July 2015, the Institute of Geological Sciences, Polish Academy of Sciences signed the Declaration of Commitment to adopt the European Charter and Code of Conduct for the Recruitment of Researchers that endorsed and fully supported the Recommendation of the European Commission 2005/251/EC the principles on "The European Charter for Researchers" and "The Code of Conduct for the Recruitment of Researchers". In the Declaration, the Director of Institute, recognized the values of the Charter and the Code, and their influence on simultaneous development of both - its researchers and the institution.

In 2017 the Institute was granted the HR Excellence in Research Award.

Open, transparent and merit-based recruitment (OTM-R) is one of the pillars of the European Charter for Researchers and of the Code of Conduct for Recruitment of Researchers.

OTM-R is an important part of Human Resources Strategy for Researchers.

The Institute of Geological Sciences recognizes the importance of recruiting research staff adhering to the best practices and in compliance with national legal framework.

The Institute is aware that maintaining the highest level of scientific research carried out and constant development is impossible without a team consisting of the best staff and broad exchange of knowledge in cooperation with foreign researchers.

In order to implement the provisions of the Declaration and striving to achieve the objectives of the HRS4R strategy, the Institute of Geological Sciences Polish Academy of Sciences hereby introduces the following policy of Open, transparent and merit-based recruitment.

Objectives

The open, transparent, merit-based recruitment of researchers ensures that the best person for the job is employed, guarantees equal opportunities and access for all, facilitates developing an international portfolio (cooperation, competition, mobility) and makes research careers more attractive.

Using the term "Researchers", the Institute refers to scientists regardless of the stage of their career, their academic degrees or titles or positions held in the Institute.

The OTM-R policy adopted in IGS PAS aims to attract best researchers to work in the Institute by improving recruitment process, which includes:

- ensuring that information on the whole selection process is clear and easily found
- ensuring that posted job advertisements are clear and include all necessary information for candidates
- ensuring that required qualifications do not exceed the needs of the position
- considering the inclusion of explicit pro-active elements for underrepresented groups
- reviewing, where appropriate, the institutional policy on languages
- ensuring that the administrative burden for candidates is minimized

Research positions at IGS PAS

At the Institute of Geological Sciences, Polish Academy of Sciences researchers can be employed in the following positions:

- Assistant
- Adjunct
- Visiting Professor
- Institute Professor
- Professor

Recruitment Process for Research Staff

The recruitment process can be divided into following steps:

1. Advertising
2. Application
3. Evaluation and selection
4. Appointment
5. Introduction to work

Creating a research position may be own initiative of the Director. The heads of research teams or organizational units, heads of projects financed from external sources may put forward a motion for creating of a scientific position. This must be justified by staffing needs. Financial and organizational resources necessary for creating a workplace in line with national regulations and ensuring optimal working conditions must be taken into consideration.

The decision on announcing the competition for research position is made by the Director of the Institute.

1. Advertising

Employees for research positions are selected through a competition announced by the Director of the Institute.

The competition is announced on the Institute's website, on EURAXESS, on the website of Ministry of Science and Higher Education and on website of National Science Centre (NCN) - in case of competitions for research positions within projects founded by NCN.

The advertisement is published in Polish and English versions.

The advertisement contains following information:

- Name of the organization unit, that is looking for an employee
- Name of the position
- Number of available positions
- Date of commencement of work
- Description of the research work
- Working conditions, workplace, entitlements (salary, other benefits), type of contract, prospects of professional development
- Career development prospects
- Information on recruitment process
- Selection criteria
- Detailed description of requirements
- Required documents

- Application procedure and deadline
- Contact person to provide information on the vacancy
- Date of announcing competition results

2. Application

There is at least 30 days long period for submitting applications, so that a wide group of candidates can familiarize with the advertisement and properly prepare the necessary documentation. The candidates can apply in either English or in Polish. Since most of the positions require command of English, usually it is checked during an interview. The candidates send their documents by e-mail. Original documents are not necessary at this stage. Candidates receive an e-mail with confirmation that their documents has been delivered.

3. Evaluation and selection

Selection committee:

Number of committee members may differ dependant on the type of competition (competitions for positions within projects funded by external sources, positions funded by Institute's budget etc.) or position to be filled. The committee is appointed by the decision of the director.

Regardless of the type of competition the selection committee should meet the following criteria:

- At least 3 members
- Independent
- No conflicts of interest between the members
- Appropriate qualifications of members allowing for reliable evaluation of candidates
- Maintaining gender balance, if possible
- Awareness of OTM-R principles

Candidate evaluation:

The committee checks if all applications are complete, submitted at the indicated time and meet the formal requirements. The candidates, who most closely meet selection criteria, are invited for an interview.

The interview may be conducted face-to-face or by Skype or other communication application. The candidates are informed about the method, date and time of the interview as well as names of the committee members who conduct the interview.

After selecting the candidate who will be recommended for the position, the committee prepares a report on the conducted competition.

4. Announcement of competition results and appointment

The committee sends the recommendation to the Director of the Institute for final approval.

The results of the competition are published on the Institute's website in Polish and in English.

The candidates receive a notice on the outcome of the competition. The applicants who were invited for an interview also receive a feedback on strengths and weaknesses of their applications.

The candidates are entitled to file a complaint against the results within 7 days from the day the results are announced. The Institute should establish and publish a detailed procedure to deal with complaints

Original documents certifying the qualifications must be presented by the recommended candidate on the day of signing the contract at the latest.

5. Introduction to work

This stage may be not considered as a part of recruitment process in the strict sense. However it is important for smooth adjustment to new place, co-workers and conditions.

Introduction to work includes:

- Referring the candidate to pre-employment occupational medicine examination
- Health and safety at work introductory instruction
- Instruction on internal regulations in the Institute
- Meeting the team
- A short tour around the Institute to meet other research teams and administration units.