

Open, Transparent and Merit-Based Recruitment (OTM-R) Policy for the Researchers at the Institute of Geophysics, Polish Academy of Sciences

The OTM-R Policy ensures that the best person for the job is recruited. By standardising recruitment processes, it brings benefits to researchers, institutions and researcher community. The OTM-R Policy makes research careers more attractive, ensures equal opportunities for all candidates and facilitates mobility, thus contributing to a better quality of research.



General information

The OTM-R Policy of the Institute of Geophysics Polish Academy of Sciences is consistent with the *Human Resources Strategy for Researchers (HRS4R)* and current *Rules for Holding Competitions for Research Positions at the Institute of Geophysics, Polish Academy of Sciences*.

Implementation of the OTM-R Policy is necessary in the context of recruitment of highly qualified researchers from Poland and abroad. It is particularly important in the process of implementation of national and international research projects, but most of all it is to strengthen the competitive advantage of the Institute which builds its potential based on highly specialised researchers.

The OTM-R rules set out in the *European Charter for Researchers, the Code of Conduct for the Recruitment of Researchers*, guarantee the selection of the best-qualified candidates, ensure equal opportunities and access for all (regardless of religion or belief, gender, disability or sexual orientation), and enable staff to develop in an international environment, making research careers more attractive.

The Institute's current procedures and best practices are friendly to candidates from abroad, but steps have been planned to standardise and streamline the procedures used so far.

One of the Institute's main challenges is the continuous improvement of recruitment procedures, in particular the use of IT tools in the recruitment process, standardisation of documents, improvement of communication and provision of feedback to those involved in recruitment. All the above-mentioned measures are to make it easier for researchers from Poland and abroad to compete for research positions.

In accordance with the OTM-R Policy, the Institute's researcher recruitment process takes place in three phases:

1. The advertising and application phase
2. The evaluation and selection phase
3. The employment phase

The Institute of Geophysics, PAS, co-organises two doctoral schools: International Environmental Doctoral School and Geoplanet Doctoral School.

For PhD students, the recruitment process is defined in the *Doctoral Schools Recruitment Rules* and is available on the following websites: <https://www.mssd.us.edu.pl/mssd/>
<https://geoplanetschool.camk.edu.pl/>

I. Advertising and application phase

The recruitment procedure at the Institute is initiated at the request of the Head of the Scientific Department. The recruitment process begins after the request is approved by the Director of the

Institute. Based on the information included in the request, the HR Department prepares a job advertisement and places it on the Minister of Science and Higher Education website in the Bulletin of Public Information, as well as on the European Commission website in the EURAXESS portal. At the request of the Head of the Department, the advertisement may also be placed in other portals.

A sample researcher employment request and an advertisement setting out the requirements for the position constitutes **Appendix 1** to this document.

Applications shall be submitted electronically to kariera@igf.edu.pl. The candidate shall receive an automatic reply concerning the steps of the recruitment process, including confirmation of receipt of the offer. It shall also be possible to submit documents in person or send them by post.

The period for receipt of documents shall not be shorter than 14 days, although the optimum recommended period is 21 days.

The HR Department shall collect all applications and check whether they contain all the documents required in the advertisement.

In the course of the recruitment process, all the documents submitted shall be stored by the HR Department in accordance with the principles of confidentiality and applicable laws.

After the deadline for receiving applications, an employee of the HR Department shall prepare a list of candidates and make the documentation available to the Research Office. The Research Office shall be responsible for the organisational aspects of the process.

II. Evaluation and selection phase

In accordance with the *Rules for Holding Competitions for Research Positions at the Institute of Geophysics, Polish Academy of Sciences*, the Deputy Director for Scientific Affairs appoints a separate Committee for each competition.

Competition Committee shall consist of not less than 3 people, including the Chairman and employees of the Institute employed in a positions at least equivalent to the research position for which the competition is held (members). In justified cases, it shall be possible to invite additional members to the Committee. It is recommended that the composition of the Committee always include representatives of both genders.

Recruitment shall take place in two stages. Once the composition of the Selection Committee has been established, an employee of the Research Office shall organize a meeting of the Committee as part of the first stage.

Before the meeting of the Committee, the Chairman shall instruct its members on the course of the recruitment process and in particular on the so-called sensitive areas which may not be discussed during the interviews with the candidates, including the following: the candidate's

marital status, pregnancy plans, sexual preferences, belief and religion, political views, members of the candidate's family, economic status, health, ethnic origin and membership of trade unions.

During the meeting, the Committee shall check the candidates' documentation and verify whether they meet the substantive criteria set out in the advertisement. The Committee shall make the selection based on the form that constitutes **Appendix 2** to this OTM-R Policy. If any of the documents are missing, the Committee may ask the candidate to provide it within a maximum of 7 days.

If the Committee's evaluation after the first stage is positive, the candidate shall be invited for an interview which shall be the second stage of the recruitment process. The Committee shall evaluate the candidate on the basis of the form that constitutes **Appendix 3** to this document. The criteria for the evaluation of candidates, as specified in Appendix 3, may be modified depending on the requirements set out for the position. Weights may be assigned to individual criteria.

In justified cases, resulting from the specificity of the position, the Committee may ask the candidate to perform an additional task within a specified period of time.

An employee of the Research Office shall set the dates of meetings of the candidates and the Committee. Meetings with candidates shall take place online. It shall also be possible for the candidate to present themselves in person.

After the end of the second stage of the competition, a report shall be prepared on the work of the Selection Committee, which shall presents the course of the recruitment process and recommendations for the Director of the Institute regarding the candidate recruitment.

An employee of the Research Office, on the basis of the Committee's information included in Appendix 3, shall, at the request of the candidate participating in the second stage of the recruitment process, inform them of their strengths and weaknesses.

On the basis of the Committee's opinion, the Director may decide that the procedure was conducted properly or cancel it.

If there are any objections as to the recruitment process, the candidate shall have the right to submit a request to the Director of the Institute, describing irregularities in detail. Then, the Director shall appoint a special committee which shall verify the course of the process and issue an opinion in this respect. The candidate shall be informed of the action taken.

III. Employment phase

Based on the report of the Competition Committee, the Director of the Institute shall decide to hire the candidate for the research position. The candidate shall submit to the HR Department, for inspection, original documents confirming their qualifications and scientific achievements. The contract of employment shall be signed with the selected candidate for a fixed period of time. If the selected candidate refuses to sign the contract of employment, the Competition

Committee shall have the right to offer the position to another person who meets the criteria set out in the advertisement without announcing a new competition.

After the recruitment process is completed, the HR Department publishes the results of competitions for research positions on the Institute's website.

Actions planned under the OTM-R Policy

1. Monitoring of recruitment processes and improving the internal mechanism for quality control of OTM-R procedures in conjunction with the evaluation of the implementation of HRS4R.
2. Including in advertisements a description of working conditions, remuneration and description of career development prospects.
3. Internal OTM-R training for Competition Committees, HR Department, Research Office and all persons involved in recruitment processes.
4. Better use of IT tools in recruitment.
5. Improving the provision of feedback to candidates from the second stage of recruitment.
6. Regular, e.g. annual, monitoring of the OTM-R Policy in line with **Appendix 4**.

RESEARCHER EMPLOYMENT REQUEST

I hereby request your consent to the announcement of an open competition for the following research position:

.....
in the Department of IG PAS.

I. General information:

1. Location (place of work):
2. Position:
3. FTE:
4. Scientific discipline:
5. Number of vacancies:
6. Gross basic salary:
7. Date of advertisement:
8. Deadline for submission of documents:
9. Keywords:

II Requirements for candidates (completed higher education programmes, academic degrees or diplomas):

III Position description – tasks to be performed:

IV Requirements for candidates (skills):

V List of documents to be submitted by the candidate:

1. A scan or photocopy of the university diploma
2. A scan or photocopy of the academic degree diploma (if applicable)
3. A scan or photocopy of the academic qualification diploma (if applicable)
4. A CV with information about academic, educational and organisational achievements
5. Other documents of relevance VI. Planned date of employment:

VII. Working conditions:

Head of the Department:

.....
(date and signature)

Approval by the Deputy Director for Scientific Affairs:

.....
(date and signature)

Approval by the Director of IG PAS:

.....
(date and signature)



RESEARCHER RECRUITMENT FORM – FIRST STAGE

| Name of the candidate | Name of the evaluating person | Meeting the competition requirements | Meets the conditions for being invited to the second stage of recruitment | Notes |
|-----------------------|-------------------------------|--------------------------------------|---|-------|
| | Scores | 0–1 | 0–1 | |
| | Chairman of the Committee | | | |
| | Member of the Committee | | | |
| | Member of the Committee | | | |

scale: 0 – does not meet, 1 – meets

RESEARCHER RECRUITMENT FORM – SECOND STAGE

| Name of the candidate | Name of the evaluating person | Relevance of the candidate as far as research topics of the Department in which the competition is held are | Knowledge of the computer software specified in the advertisement | Experience in applying for and implementation of scientific and research projects | Publications | Experience in conducting field/laboratory work | Popularisation activity | Knowledge of foreign languages | Self-presentation skills | Overall evaluation of the candidate | Candidate's strengths | Candidate's weaknesses | Financial expectations | Notes |
|-----------------------|-------------------------------|---|---|---|--------------|--|-------------------------|--------------------------------|--------------------------|-------------------------------------|-----------------------|------------------------|------------------------|-------|
| | Scores | 0–5 | 0–5 | 0–5 | 0–5 | 0–5 | 0–1 | 0–1 | 0–1 | | | | | |
| | Chairman of the Committee | | | | | | | | | | | | | |
| | Member of the Committee | | | | | | | | | | | | | |
| | Member of the Committee | | | | | | | | | | | | | |

scale: 0 – insufficient, 1 – sufficient, 2 – average, 3 – good, 4 – very good, 5 – excellent

0 – no, 1 – yes

Appendix 4 to the OTM-R Policy of the Institute of Geophysics, PAS

| OTM-R checklist | | | | | |
|--|------|-------------|-------------|---|-------------------------------------|
| | Open | Transparent | Merit-based | Answer: Yes, completely Yes, substantially Yes, partially No | Indicators (or form of measurement) |
| OTM-R system | | | | | |
| 1. Do we have a freely accessible, e.g. online, OTM-R policy in Polish and in English? | | | | | |
| 2. Do we have a guide setting out clear OTM-R procedures and practices for all types of positions? | | | | | |
| 3. Is everyone sufficiently involved and trained in OTM-R processes? | | | | | |
| 4. Do we make (sufficient) use of e-recruitment tools? | | | | | |
| 5. Do we have a quality control system for OTM-R in place? | | | | | |
| 6. Does our current OTM-R policy encourage external candidates to apply? | | | | | |
| 7. Is our current OTM-R policy in line with policies to attract researchers from abroad? | | | | | |
| 8. Is our current OTM-R policy in line with policies to attract underrepresented groups at IG PAS? | | | | | |
| 9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | | | | | |
| 10. Do we have means to monitor whether the most suitable researchers apply? | | | | | |
| Advertising and application phase | | | | | |
| 11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions? | | | | | |
| 12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? | | | | | |
| 13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience? | | | | | |
| 14. Do we make use of other job advertising tools? | | | | | |



| | | | | | |
|--|--|--|--|--|--|
| 15. Do we keep the administrative burden to a minimum for the candidate? | | | | | |
| Selection and evaluation phase | | | | | |
| 16. Do we have clear rules governing the appointment of selection committees? | | | | | |
| 17. Do we have clear rules concerning the composition of selection committees? | | | | | |
| 18. Are the committees sufficiently gender-balanced? | | | | | |
| 19. Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected? | | | | | |
| Appointment phase | | | | | |
| 20. Do we inform all applicants at the end of the selection process? | | | | | |
| 21. Do we provide adequate feedback to interviewees? | | | | | |
| 22. Do we have an appropriate complaints mechanism in place? | | | | | |
| Overall assessment | | | | | |
| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? | | | | | |