

## Open, Transparent and Merit-based Recruitment at Mendel University in Brno

### Preamble

Mendel University in Brno (hereinafter “MENDELU”) implements the Human Resources Strategy complying with the principles enshrined in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (hereinafter the “Charter” and “Code”), to which MENDELU acceded in 2017 and which are closely linked to the development of the European Research Area, the free movement of researchers, the principle of equal opportunities in research institutions, and the promotion of mobility, cooperation and the attractiveness of careers in research.

### Introductory Provisions

- (1) The recruitment and selection procedure is set out in the Selection Procedure Rules of Mendel University in Brno (hereinafter the “Selection Procedure Rules”). The Selection Procedure Rules are part of the internal regulations of the University, and so are approved by the MENDELU Academic Senate and registered by the Ministry of Education, Youth and Sports of the Czech Republic.
- (2) Recruitment and selection is further regulated through related regulations and documents (e.g. methodological guidelines, forms), which are regularly revised to ensure they comply with the OTM-R policy principles to the greatest possible extent.
- (3) All staff participating in selection procedures are familiarised with all the relevant regulations and documents in advance.

### Basic Provisions

- (1) Selection procedures are governed by a **policy of openness, transparency, and appreciation of the merit of candidates** (hereinafter the “OTM-R Policy”), as set out in the Charter and the Code.
  - a) **OPENNESS:** Information on vacancies is published in the form of job advertisements on the public notice board of the University, the mendelu.cz website, and other job and professional portals and social networks to ensure the target group of candidates is addressed to the maximum possible extent. Advertisements are also published in English. We support the internationalization of MENDELU by addressing foreign candidates.
  - b) **TRANSPARENCY:** The selection procedure process is simple and clear. It is described for candidates on the University website Careers. Every candidate is familiarised in advance with the process of the specific selection procedure, its schedule, and the selection criteria. If changes are made during the selection procedure that affect the candidates, the candidates are informed in good time. All candidates are also informed of the outcome of the selection procedure. We contribute to increasing the credibility of MENDELU through the transparency

of the selection procedures.

- c) **APPRECIATION OF MERIT:** Candidate recruitment is based on merit, i.e. it focuses on their previous experience and results, and also on their potential. By recruiting staff on the basis of merit, we contribute to ensuring that each vacancy is filled by the most suitable candidate.
- (2) The selection procedure is further based on the principle of equal opportunities for all candidates. Gender, age, race, nationality, faith, world view, sexual orientation, physical disability, social background or wealth are not deciding factors. We treat all candidates with respect.
- (3) The Human Resources Management Office (hereinafter the “HRMO”) is responsible for the selection procedure at MENDELU.
- (4) The HRMO keeps records of all documents related to selection procedures in accordance with Regulation 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (GDPR).

### **Candidate Recruitment Phase**

- (1) Vacancies are always published on the MENDELU public notice board and on MENDELU Careers website, potentially on other job or professional portals and social networks, in the standardized form specified in the Selection Procedure Rules.
- (2) Vacancies for academic and non-academic researchers (R1-R4)<sup>i</sup> are published on the EURAXESS portal, and potentially on other foreign portals specializing in research positions.
- (3) Advertisements for vacancies are clear and concise, and MENDELU Careers page contains as much relevant information for candidates as possible.
- (4) The required level of qualifications and competencies is in line with the requirements for individual vacancies according to Rector’s Directive No 9/2019 - Internal Catalogue of Positions, and does not constitute an obstacle for potential candidates by being too restrictive and/or by requiring excessive qualifications.
- (5) The advertisements include proactive elements to increase the interest of under-represented groups.
- (6) As part of reducing the administrative burden, all documents are required only in electronic form. The originals of such documents are only required from a candidate who receives a job offer.
- (7) In cases where a candidate and MENDELU are separated by a significant geographical distance, making personal participation in an interview too difficult and costly for such candidate, or in cases of other restrictions to physical participation, the interview may be conducted using electronic means of communication.

## **Candidate Assessment Phase**

- (1) Candidates are assessed by a selection committee. The members of the selection committee are appointed by the announcer of the given selection procedure, and in accordance with the Selection Procedure Rules. The members of the committee have the relevant experience, qualifications and competencies, and in the event of selection procedures with foreign candidates are able to conduct interviews in English.
- (2) Candidates are informed in advance of the composition of the relevant commission.
- (3) Candidate merit is assessed both qualitatively (level of experience) and quantitatively (amount of experience), with a focus on the results of their work and their lifelong professional development, and emphasizing the added value of research experience (e.g. fund-raising, social impact, international portfolio, knowledge transfer, research and innovation management, organizational skills, research performance, supervision and consultancy, teaching, and teamwork).
- (4) The fulfilment of the so-called 3rd role and experience from non-research activities is also taken into account.
- (5) Experience with mobility, e.g. working in another country and/or time spent in a different research or professional institution, is assessed positively. Experience with virtual mobility is also considered to contribute towards the professional development of a researcher.
- (6) Career changes (interdisciplinary, intersectoral) are not assessed negatively, but are considered as career development, and thus as potentially valuable experience in the professional development of staff towards a multidimensional career.

## **Candidate Selection Phase and Termination of the Selection Procedure**

- (1) Information about the filling of (or failure to fill) academic and non-academic research positions is published on the MENDELU website in the Careers section after the termination of the selection procedure.
- (2) All candidates are informed of the outcome of the relevant selection procedure.
- (3) If candidates request feedback or reasons why they were not selected, they will be provided with such information within the deadline set by the Selection Procedure Rules.

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<sup>i</sup> <https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>