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## Introduction:

The OTM-R policy embedded in the HRS4R (Human Resources Strategy for Researchers) process shall ensure and facilitate a high-quality recruitment process at the Research Center Borstel.

After reviewing the current recruitment strategies, the Research Center Borstel (RCB) developed this guideline describing the principles underlying the recruitment of new employees.


This guideline will be continuously adapted as part of an ongoing process. Changes deemed necessary after the review of recruitment strategies currently in place and future requirements will be implemented immediately, to ensure that recruitment processes are as open, transparent and merit-based (OTM-R strategy) as possible at all times, equal opportunities are ensured for all candidates, and the best candidate for a position is hired.

The following guidelines apply to the entire Research Center Borstel. Depending on the area (administration, research), specific contents are applicable.

In case of questions, please contact Human Resources [tschroeter@fz-borstel.de](mailto:tschroeter@fz-borstel.de)

Tanja Schröter-Ohrendorf, Deputy Head, Human Resources

[RCB additionally refers to the works agreement "Verfahren und Auswahlrichtlinien bei Einstellung" dated 22.02.2020.](#)

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## 1. The selection committee

### 1.1. Composition of the selection committee

The selection committee has to be independent. Members must not have conflicts of interest and decisions must be made objectively and evidence based. The composition of the selection committee should be appropriately diverse. To this end, the following rules shall apply to all selection committees:


1.1.1. A minimum of three or more voting members as well as additionally, with unlimited access to all documentation, a Works Council delegation, the Equal Opportunities Officer and if applicable the Representative for Employees with Disabilities (without voting rights).

1.1.2. Gender parity in the composition of the selection committee is pursued. If this is not possible, the reasons are to be documented in writing. The selection committee shall as a whole contain all relevant expertise, qualifications and competences to evaluate the applicants. External members of the committee are consulted for the recruitment into levels R3 and R4 since the necessary expertise for all other levels is available to a satisfactory degree within the RCB.

1.1.3. The following persons are responsible for convening and heading the selection committee or to appoint a suitable person to do so:

- for research group leader positions: The Director
- for researcher positions in third-party funded projects: The researcher responsible for the budget
- for scientific staff, e.g. technical assistants: The Department Head or the responsible researcher
- for positions in the administration: Head of the subject area

The centre director bears the final responsibility for all staffing and therefore also the right to be involved in all selection committees. The director also has the final veto power.

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## 1.2. Role of the selection committee

The selection committee is responsible for:

- the adequate job advertisement for the position
- the acquisition, validation, and evaluation of information about the applicants based on application documents, interviews, reviews and other means
- the recommendation of suitable applicants

The members of the selection committee

- Must treat all aspects of the procedure confidentially
- must not pass on details about the applicants to persons inside or outside of RCB
- are not permitted to share information about the procedure, including the shortlist of candidates with anyone outside of the selection committee

Without explicit request by the chair of the selection committee, members of the selection committee are prohibited from contacting applicants or gather information about applicants from current or previous employers or colleagues.

Any conflict of interest, either direct or indirect, must be declared to the selection committee without delay. This includes personal matters affected by the procedure and the declaration of any financial, familial or close personal relation with an applicant.


## 2. Job advertisement

### 2.1. Preparation

The selection committee ensures that the job advertisement contains all relevant information and the wording is sufficiently broad. The application time frame should be sufficiently long (for external job advertisements for R1-R4 at least one month) to enable international applications.

The job advertisement should be as concise as possible, written in a gender-neutral form, and contain the following information:

- Information about the company and the advertising research group
- Designation of the position, specification and target starting date
- Number and duration of available positions
- Description of tasks and requirements of the scientific applicants, derived from the R1 to R4 levels (distinction between "required" and "ideal")
- Offers of the RCB and perspectives for professional development

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- Note that RCB promotes professional equality of men and women and applications from the underrepresented gender are explicitly welcomed
- Note about the certification of RCB from the audit "beruf und familie" (job and family) and about the promotion of compatibility of job and family
- Note about non-discrimination according to the General Equal Treatment Act (Allgemeines Gleichbehandlungsgesetz, AGG)
- Note that in case of equal qualification and suitability the underrepresented gender and persons with disabilities will be hired preferentially
- Reference to the OTM-R policy
- Contact details for inquiries
- Information about the application submission (deadline and form)

## 2.2. Advertisement


Positions are published internally. The external advertisement is made upon request from the commission. It is published in German and English in the following online media:

- RCB website
- website of the Leibniz Association
- EURAXESS online job portal (for scientific job advertisements)
- employment agency (Agentur für Arbeit)

## 3. Application

3.1. RCB receives submissions exclusively via the online application tool Concludis, to which the job advertisements on the website are also linked. Additionally, the tool sends out automatic receipt confirmations with a link to our OTM-R policy.

3.2. The elements minimally to be included with the application are detailed in the job advertisement.

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## 4. Invitation

### 4.1. Date:

The candidates usually receive their invitation two weeks in advance of the interview date. Should they be unable to participate on the proposed date, efforts are made to find an alternative date.

### 4.2 Invitation letter:

The invitation letter with the following information is sent to applicants via the online tool Concludis:

- Date and time of the job interview
- Number and members of the selection committee and participants in the interview
- Formal description of the interview (duration and agenda)
- Note that travel expenses are NOT reimbursed due to stipulations from the sponsors
- link with a route description to RCB
- Request to confirm the date via the online tool Concludis as soon as possible
- Note about the possibility for further inquiries and additions to the application
- link to our OTM-R policy

## 5. Selection process


The job interview can take place in person or online.

### 5.1. Job interview for scientific applicants

#### 5.1.1. Scientific presentation

The job interview begins with a short scientific presentation of the applicant (about 10 minutes for PhD positions, about 20 minutes for postdoc positions, equating roughly 10 or 20 slides, respectively). Presentations for level R3 and up may be attended by all interested scientific staff of the RCB. Applicants for PhD positions usually present from their master thesis. Applicants for postdoc positions usually present a research topic they are currently working on. A laptop and projector are made available for the presentation.

For management positions (R3 and R4) it is necessary that two differently composed selection committees conduct interviews with the candidates.

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### 5.1.2. Scientific questions

The presentation is followed up by scientific questions. After completion of the scientific question round, the scientific staff will leave the room.

### 5.1.3. Personal interview

Next is a short personal interview (about 45 minutes), during which only the selection committee is present, to better get to know the applicant on a personal level and to discuss the contractual framework conditions.

### 5.1.4. Visiting the research area

Before or after the interview, candidates also have the opportunity to speak with employees of the research area in a more relaxed atmosphere. These talks take place without attendance of the selection committee. This gives candidates the chance to get to know the working environment and their potential colleagues and to exchange information about the working climate, working conditions and other topics.

## 5.2. Interview for other applicants

### 5.2.1. Personal interview


The personal interview is conducted by the selection committee. The professional and personal requirements as well as the contractual framework are to be discussed. As a rule, the interview begins with a personal introduction. Finally, the selection committee can ask the candidates questions about their personal and professional requirements. At the end of the interview, each member of the selection committee must be able to sufficiently assess the candidate with regard to the previously defined requirements of the advertised position. A presentation on a project initiated and carried out by the candidate can be part of the interview, as well as a sample of work.

For management positions, it is necessary that at least two selection committees of different composition conduct interviews.

### 5.2.2. Visiting the work area

Candidates also have the opportunity to talk to employees of the work area and to visit the work area. This gives candidates the opportunity to get to know the working environment and their potential colleagues and to exchange information about the working atmosphere, working conditions, and other issues.



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### 5.3. Selection

#### 5.3.1. List

- After all interviews are completed, the Selection Committee determines the ranking of the candidates. The decision is based on the following criteria, which are described in the advertisement text:
- Fulfilment of the required professional requirements (degree, knowledge of methods, development potential, etc.),
- Experience in the main areas of the position (focus of studies, relevant professional experience, management experience if applicable, etc.)
- Interest in research (for scientific job advertisements)
- Expected publication output for scientific job advertisements
- Experience in the acquisition/processing of externally funded projects (for scientific job advertisements)
- Required language skills
- Fulfilment of the required interdisciplinary skills, such as teamwork, strategic thinking, communication, social competence

#### 5.3.2. Offer

Subject to the approval of the works council, the candidate listed in first place will receive a letter from the chair of the selection committee confirming his or her appointment, including the date of appointment and the duration of the contract. As soon as the candidate has accepted this offer, the formal recruitment procedure (hearing of the works council, drafting and sending of the employment contract) is started.

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### 5.3. Conclusion of the selection process

At the latest when the signed employment contract of the applicant is returned, all other applicants will be informed that the procedure has been completed and that another applicant won the competition. This is done automatically via the online tool or, in the case of people who have taken part in an interview, by personal feedback (including an oral statement on the strengths and weaknesses of the application) from the chairperson of the selection committee. If a candidate disputes the rejection of his or her application, this case will be dealt with conclusively within 2 months by the Director of RCB, Head of the Human Resources and Legal Department and the management of the department concerned.


Borstel, den 20.12.2022



Prof. Dr. Ulrich Schaible

Centre Director, CEO



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Attachments:

### Research profiles descriptors

Attachment for OTM-R Policy Research Centre Borstel

### Research profiles descriptors

(View full information under: <https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>)

EU Description	EU Short Form	Internal Wording
This profile includes individuals doing research under supervision. It includes doctoral candidates	First Stage Researcher (R1)	Bachelor students Master students PhD students PhD candidates
This profile includes PhD holders or equivalent who are not yet fully independent	Recognised Researcher (R2)	Postdocs Scientific staff
This describes researchers who have developed a level of independence.	Established Researcher (R3)	Research group leaders, junior research group leaders
This is a researcher leading his/her research area or field. It would include the team leader of a research group	Leading Researcher (R4)	Directors (programme areas and centre)