



IRUVX-PP

Preparatory phase for the EuroFEL (ex-IRUVX-FEL) consortium



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Authors:	Andrea Crivelli, Cristina Mondolo, Markus Johannesson, Svante Svensson
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1 Executive Summary

The activities concerning Recruitment and Selection are related with external resources, meaning personnel not employed in the Consortium Parties. This phase is therefore needed when personnel is not available from Consortium Parties, as verified from the Availability Assessment process (WP 4.1), or when it is the desire of the Consortium to give to external consortium experts the opportunity to participate in the EuroFEL activities.

The aim of this document is to propose a set of general principles and requirements which at this phase only should be seen as common values for recruitment to be further developed in the future within a common agreement.

The General Joint recruitment principles objective is to propose common ground rules to all IRUVX laboratories in order to have a recruitment and selection process that is consistent homogeneous and compliant with transparency and non discrimination regulations, efficient, supportive and internationally comparable (see chap. 3).

In order to guarantee a homogeneous professional and scientific level within the various laboratories, common requirements for recruitment and selection minimum level has been defined for each job description (see chap. 4).

The above drawn system cannot be correctly implemented unless a continuous cooperation among the laboratories prevails (see chap. 5). In turn, it is necessary to have a continuous sharing of information regarding the processes of allocation, selection and recruitment of human resources (addressed in WP 4.1).

The stated principles of recruitment in this document is in compliance and application of the principles stated by the European Commission in European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers developed in March 2005 (extract in Annex 1).

However, as not all laboratories today officially state that they acknowledge or apply The Code of Conduct for the Recruitment of Researchers developed in March 2005 by the European Commission, this document should initially only be seen as a proposal of a set-up of common values. These general recruitment principles should in the future be more detailed and developed and finally integrated within an agreement for a common policy of recruitment.

2 Objective

The aim of this document is to propose a set of general principles and requirements which should be adhered by the partner facilities in order to secure a common approach of recruitment activities which is open, efficient, transparent, supportive and internationally comparable.

The key areas approached in this document are:

- General Recruitment Principles
- Common Requirements for resources in EuroFEL
- Cooperation between facilities

The stated principles of recruitment in this document is in compliance and application of the principles stated by the European Commission in European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers developed in March 2005 (extract in Annex 1).

3 General Recruitment principles

a. Introduction

The stated principles of recruitment in this document is in compliance and application of the principles stated by the European Commission in European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers developed in March 2005 (extract in Annex 1). However, the Joint Recruitment Principles of EuroFEL does not only intend to be applied for the recruitment of researchers but all types of staff including administrative and technically oriented.

The **Joint recruitment principles** objective is to provide common ground rules to all IRUVX laboratories in order to have a recruitment and selection process that is consistent homogeneous and compliant with transparency and non discrimination regulations, efficient, supportive and internationally comparable. All job opportunities must be advertised properly and the entire

process must guarantee an effective assessment of candidates professionalism based on transparent and objective mechanisms.

b. Job Opening

A job analysis aimed at the identification of the adequate skills and capabilities for the specific position will be prior to the beginning of the selection process.

c. Selection Advertisement

The new recruitment process will be advertised among the “job opportunities” of each laboratory, in all European recruitment websites dedicated to scientific researchers such as the pan-European Researcher’s Mobility Portal: <http://europa.eu.int/eracareers>, and where needed, in specialized press.

In the advertisement the following information will be requested:

- degree level and type
- work experience
- personal characteristics
- language skills

In the body of the ad there will also be the details for:

- demand presentation date
- selection process starting date
- selection process closing date

Advertisements should give a broad description of knowledge and competencies required, and should not be so specialized as to discourage suitable applicants. It should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy of the vacancy or the call for applications and the deadline for reply should be realistic.

d. Selection Process

Recruiters will have the required level of experience and competence.

Through the selection process will be evaluated both the compliance of the candidate with the position and his/her relative value in consideration of all candidates in order to select the one more respondent to the stated requirements.

Minutes will be recorded for reasoning behind the ranking.

The selection process result, either positive or negative, will be communicated to all interviewed.

e. Transparency

Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about strengths and weaknesses of their applications.

f. Review of the general recruitment principles

EuroFEL will have a monitoring structure to review the recommendations regularly, as well as to measure the extent to which the facilities have applied these in the recruitment errands. This activity will be overseen by the Management Board with the help of the Management Support

team. Once a year the Management Board will fine tune the principles and apply changes if necessary due to inconsistencies, flaws etc as perceived by the partner facilities.

4 Common requirements for resources in the EuroFEL

a. Introduction

In order to guarantee a homogeneous professional and scientific level within the various laboratories, a recruitment and selection minimum level of requirements has been defined for each job description:

- requested degree level and type
- years of experience with type of institution/employer
- publications and other scientific expression types
- any other eventual element that could characterise the position

b. Position types and specific characteristics

Below a table with individual professionals and the features of such agreements which could be included in an overview of recruits.

Position	Qualification	Years of experience	Type of Institution	Scientific Activities	Other
<i>Scientist</i>	<i>PhD degree physics</i>	<i>5</i>	<i>Research laboratories</i>	<i>N° publications Participation in conferences</i>	
<i>Senior scientist</i>		<i>10</i>	<i>Research laboratories</i>	<i>N° publications Participation in conferences</i>	
<i>Vacuum engineer</i>	<i>Degree in mechanical engineering or physics</i>	<i>7</i>	<i>Research laboratories or manufacturers of vacuum equipment</i>		

5 Cooperation between the facilities

a. Introduction

The above drawn system cannot be correctly implemented unless a continuous cooperation among the laboratories prevails. In turn, it is necessary to have a continuous sharing of the following information (addressed in WP 4.1):

- need for new resources
- recruitment process results
- difficulties and opportunities to be exploited in the selection process

- new instruments, lines and laboratories installations
- updates of current availabilities

b. Methodology

Each laboratory will appoint a Recruitment and Selection Responsible who will receive all the mentioned information from each of all the other members of the consortium and who, in turn, will be responsible for sharing the information about his/her laboratory. Once a year all representatives will meet to make the point on the status of the information sharing process. In the Consortium website will be inserted an electronic board with all the available job positions.

Annex 1: Extract of The Code of Conduct for the Recruitment of Researchers

Commission Recommendation of 11 March 2005 on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers

For a full version: http://ec.europa.eu/eracareers/pdf/am509774CEE_EN_E4.pdf

Recruitment

Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning of their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career.

Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.

Section 2 The Code of Conduct for the Recruitment of Researchers

The code of conduct for the recruitment of researchers consists of a set of general principles and requirements that should be followed by employers and/or funders when appointing or recruiting researchers. These principles and requirements should ensure observance of values such as transparency of the recruitment process and equal treatment of all applicants, in particular with regard to the development of an attractive, open and sustainable European labour market for researchers, and are complementary to those outlined in the European Charter for Researchers. Institutions and employers adhering to the Code of Conduct will openly demonstrate their commitment to act in a responsible and respectable way and to provide fair framework conditions to researchers, with a clear intention to contribute to the advancement of the European Research Area.

General Principles and Requirements for the Code of Conduct

Recruitment

Employers and/or funders should establish recruitment procedures which are open ¹⁴, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised.

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All available instruments should be used, in particular international or globally accessible web-based resources such as the pan-European Researcher's Mobility Portal: <http://europa.eu.int/eracareers>.

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Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Selection

Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained.

Transparency

Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.

Judging merit

The selection process should take into consideration the whole range of experience ¹⁵ of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered.

See also The European Charter for Researchers: Evaluation/Appraisal systems in Section 1 of this document.

This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an

industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Variations in the chronological order of CVs

Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.

Recognition of mobility experience

Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

Recognition of qualifications

Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels¹⁶.

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Seniority

The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.

Postdoctoral appointments

Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.