



OTM-R POLICY

OPEN TRANSPARENT MERIT-BASED RECRUITMENT PROCEDURES OF RECRUITMENT IN THE SCIENTIFIC AND RESEARCH AREAS IN ŁUKASIEWICZ RESEARCH NETWORK – TEXTILE RESEARCH INSTITUTE

Lodz, July 2021

In June of 2016 the European Commission granted the HR Excellence in Research award thereby confirming Institute's good groundwork for implementation of *European Charter for Researchers* and *the Code of Conduct for the Recruitment of Researchers* principles. The HR Excellence in Research award confirms that the Institute creates stimulating and friendly environment for researchers.

Open, transparent and merit-based recruitment of researchers ensures the recruitment of the best candidate, guarantees equal opportunities in employment and access to information for all candidates, provides them possibility of participation in the recruitment process, including candidates from abroad.

The recruitment procedures for individual positions are regulated by the Act of February 21st, 2019 on Łukasiewicz Research Network and the Recruitment Policy of Łukasiewicz – Textile Research Institute issued by the Regulation of the Director of the Institute, which precisely specifies each stage of recruitment. Each stage of recruitment is summarized in the Recruitment Guide.

The recruitment and selection of candidates for vacancies is open, transparent and competitive.

The initial stage of recruitment is the analysis of staffing needs. Then the candidate's profile is developed, including required professional qualifications, experience, skills and description of tasks for a given position. The decision to initiate the recruitment process is taken by the Director on a request of the Head of Department. The Selection Committee is appointed by the Director of the Institute for each recruitment. Members of the Selection Committee represent diverse experience and qualifications, especially in the field in which the candidate for the position is being recruited, and whenever possible, gender balance is maintained. The Committee should not be composed of spouses or relatives of the candidate or persons remaining with the candidate in such a legal or factual relation that this may raise justified doubts about the impartiality of the selection. The announcement of the recruitment is formulated by HR Department. The announcement includes the position name, information on expected scope of responsibilities, requirements for the candidate, the offer of Łukasiewicz-IW, number of available positions, a list of documents to be submitted as well as the place and deadline for their submission. Span of time between the publication of the announcement and the deadline for the application submission defined in the announcement should not be less than 14 days. The announcement of the recruitment is made publicly available on the Institute's website in the Public Information Bulletin. The announcement of the recruitment in the research division is posted also on the website of the ministry in charge of higher education and science and on the EURAXESS portal. In addition, it can be published in other places, among others, in the press and on recruitment portals. The announcement of the ongoing recruitment in the paper form is placed on the notice boards in three premises of the Institute.

The Committee analyses the submitted applications based on chosen selection methods. The assessment of candidates in the case of recruitment for vacancies in the research division concerns:

- scientific achievements of candidate and includes in particular:

- a) scientific papers,
- b) patents, technology implementations,
- c) participation in national and international projects – as project manager and / or team member,

- d) experience in international mobility, including virtual mobility,
- e) awards and distinctions for scientific activity and / or results of assessment for scientific activity in previous places of employment,
- f) active participation in national and international scientific conferences,
- g) teaching, scientific supervision.

- organisational or practical achievements of candidate and includes in particular:

- a) experience in obtaining funds for institution activities and project implementation,
- b) societal experience (non-governmental organisations, volunteering, etc.),
- c) experience in trainings, workshops and / or popular science activities,
- d) experience in organisation of scientific conferences,
- e) experience gained by candidates in other scientific disciplines or other economy sectors.

In addition, the Committee, when assessing potential candidates, recruited for research division, takes into account multidimensionality of career path, which manifests itself by variations in CVs chronological order and breaks in scientific career to acquire additional competences.

The Committee draws up a protocol from the recruitment, which is signed by all Committee members. Information on the result of the recruitment is made publicly available on the Institute's website in the Public Information Bulletin within 14 days of the day on which the selected candidate was recruited or of the day of completing the recruitment. The decision on recruitment is taken by the Director. The process of new employee selection is completed by engagement and introduction to a new position. This stage comprises, among others:

- a) referral of candidate to initial medical examination
- b) introduction to occupational health and safety principles
- c) introduction to Institute's internal regulations
- d) introduction to responsibilities and work organization
- e) introducing the employee to the work team.