

# Procedure for the Recruitment of Researchers

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## 2. Preamble

- (1) The purpose of this document is to describe the procedure for recruiting researchers at CDV.
- (2) The issuance, amendment and approval of this document is governed by the Guideline “Governing Documents and Their Management”. Valid documents are published on the CDV intranet for CDV employees, and printed versions are always issued in one copy, which is kept by the Assistant Director of the institution.
- (3) Each employee has the right to suggest changes to this document through his/her immediate supervisor. Proposed amendments are subject to a change procedure similar to that for document approval.
- (4) This document completely replaces the last version hereof including subsequent changes.
- (5) The job titles and roles listed in this document are meant to be both masculine and feminine.

## 3. List of Abbreviations

A list of abbreviations is given in a separate document “List of Abbreviations Used at CDV”.

## 4. Procedure for the Recruitment of Researchers

### 4.1. Recruitment

The recruitment of researchers is carried out by the Human Resources staff together with the new employee's line manager and other support services. The Personnel Department is included in the Office of the Director of the institution, within which it collaborates in the personnel development of the institution. It ensures that all activities comply with the Labour Code, other applicable legislation and the CDV's governing documents.

Recruitment is divided into several parts:

1. Recruiting a new employee;
2. tender;
3. admissions process;
4. onboarding and adaptation of the new employee.

#### 4.1.1. Recruitment of a new employee

Recruiting a new researcher is a process that begins with identifying the need to fill a vacant or newly created position, in line with the long-term conceptual development of the organisation. Upon approval by the Director of the institution, the immediate supervisor of the potential employee, together with the Human Resources Department, develops a job description that includes information on the job title, supervisor and subordinate position, job description and required education or experience. Based on this information, the HR department will create a job advertisement according to the uniform structure of the CDV. The content of the advertisement and any graphic design shall be consulted by the HR department with the new researcher's line manager on an ongoing basis. The advertisement is then published in Czech on the institution's website in the Careers section, on suitable job portals (e.g. Jobs.cz or Práce.cz) and on social networks used by the institution for promotion and external communication (LinkedIn, Facebook). In the case of positions that do not require a thorough knowledge of Czech legislation and the Czech language, and thus allow for a foreign researcher, the

advertisement is also displayed on the English version of the CDV career site and on the Euraxess portal.

In so-called passive recruitment, job seekers can respond to the advertisement via a button on the CDV career page, via the job portal or by email. In all cases, a CV and cover letter are required and will be accepted by the HR department for processing. Applicants are then notified by email that their applications have been processed.

The person responsible for the HR agenda also uses active recruitment when necessary and reaches out to candidates directly via social media, email or phone.

In particular, the HR department also uses cooperation with universities in the context of career days, job fairs or direct contact to attract researchers with specific expertise. We also organise excursions for university students to present the activities of the CDV and possible job opportunities for graduates.

When filling certain positions or tasks, the HR department also recommends staff from internal sources and across the institution to fill vacancies, which significantly slows down potential staff turnover.

All job vacancies are advertised and subject to a standard and transparent selection process. Even in the case of active recruitment, the position is always properly advertised in the above manner and the directly contacted candidates go through a standard selection procedure together with other candidates.

#### **4.1.2. Selection procedure**

Before the actual selection process begins, applicants' applications will go through a pre-selection process. A member of the HR department will carefully consider each CV together with a cover letter, check any discrepancies over the phone and invite only suitable candidates who meet the necessary requirements of the position as defined in the advertisement to a personal interview. On the basis of the CVs submitted, the Director of the Division or Head of Unit, together with the Head of Area or Head of Section, will decide whether to invite the candidate to an interview. The HR officer will also forward the candidates' CVs to the Head of the institution for consideration before the interview.

The selection procedure in the form of an interview with the candidate is attended by the personnel department, the immediate supervisor of the employee sought, or the director of the relevant division or department. Care shall also be taken to ensure that the panel thus defined is gender-balanced. Otherwise, the panel will be expanded to include another member (e.g. the head of the institution or the head of another area) to ensure balance. All staff involved in the selection process shall be properly trained, including the principles and tenets of the OTM-R policy, and agreed in advance on the criteria against which they will judge candidates. In addition to the criteria reflected in the job description and advertisement, such as educational qualifications or experience, they also take into account the personal qualities of the candidate (including through the MBTI personality test) and consider how he or she will fit in with the work group. A member of the HR department is responsible for monitoring the selection process, including compliance with the principles of the OTM-R policy, and is present at all selection procedures.

Depending on the position, the admission procedure may be multi-round.

#### **4.1.3. Admission process**

If the admission of a candidate is approved by the relevant Divisional Director or Head of Unit and subsequently by the Head of the institution, the HR Officer will inform all the candidates concerned of the outcome of the selection procedure. He/she will then arrange with the successful candidate (in consultation with the Head of Division) a date for recruitment (usually the 1st or 15th of the month) and inform the prospective line manager whether the candidate agrees to recruitment. The candidate is given the necessary forms (e.g. a personal questionnaire) to complete in writing (i.e. usually by e-mail), including the application and information for the compulsory occupational medical examination.

After a new employee starts work, the CVs of other applicants are shredded in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council (hereinafter referred to as "GDPR") and Act No. 110/2019 Coll., on the processing of personal data, as amended. Only CVs where the applicant has given written consent (e.g. by email) to the storage of the CV in the CDV's records and consent to the processing of personal data in accordance with the GDPR may be retained.

In addition to his/her personal data, the incoming candidate will submit to the HR department:

- a) a certificate of change of employment ("credit certificate") or a certificate from the Labour Office stating the period of unemployment,
- b) evidence of the highest level of education attained (if deemed relevant by the HR department, evidence of education at other universities or degrees),
- c) consent to send the salary to a money institution, including the account number,
- d) medical report from the initial occupational medical examination,
- e) or other required documents related to his/her future function.

In addition to the above completed documents, the new employee will report to the payroll accountant whether he/she wishes to sign the income tax payer's declaration, and if he/she wishes to claim additional discounts or tax benefits for children, he/she will provide the necessary documents. If the applicant is applying for an annual tax assessment, he/she must also submit a certificate of taxable employment income from previous employment in the calendar year.

In the event that an employee changes any personal data during the course of the employment relationship, he/she is obliged to inform the HR department and the payroll accountant of the change in writing or by e-mail within 4 working days after the change takes effect.

#### **4.1.4. Onboarding and adaptation of a new employee**

Adaptation begins on the first day of work with the new employee being welcomed by a member of the HR department, familiarised with the institution's operations, the company culture and the organisational structure. The employee is given a tour of the building and then taken to his/her workplace and to his/her line manager. The supervisor introduces the worker to the team and gives him/her the internal documents of the institution to read and follow. On the same day, the new researcher will receive training on the intranet and the Teams communication platform. This platform facilitates internal company communication, which also contributes to the development of the company culture. Immediately after joining, the new employee will also receive training in health and safety, fire protection and first aid, and any other relevant training necessary for the performance of his/her job.

In the following week, the new employee is shown around the laboratories of the Transport Research Centre together with other new staff members, so that he or she can get to know the research content

and activities of the institution and also get to know other colleagues. He/she receives increased attention from his/her immediate supervisor during the adaptation process and, where appropriate, is assigned a colleague to help him/her with the tasks assigned to him/her.

At the end of the probationary period, the employee will be interviewed by the supervisor, which serves as feedback to the supervisor and the HR department. On this occasion, the employee's introductory period will be evaluated and the employee will be guided towards further activities. In a follow-up interview with the head of HR, the employee is reminded of all the benefits to which he or she is entitled after the probationary period.

#### **4.2. Other ways of hiring new employees**

Senior staff members are obliged to cooperate with partner universities in the following activities: student work experience with the employer, exchange of academic, scientific and other staff and joint projects in the form of mutual cooperation with the partner university. The contact details of suitable candidates for inclusion in the employer's work teams obtained during the cooperation with the partner university will be forwarded by the relevant manager, with the prior consent of the suitable candidate, to Human Resources for the purpose of approaching the suitable candidate with a job offer.

In cases where staff members, in joint cooperation with other institutions, obtain the contact details of a suitable candidate for inclusion in the employer's work team, they will, with the prior consent of the person concerned, forward his/her contact details to Human Resources for the purpose of approaching him/her with a suitable job offer. Existing employees are entitled to an incentive bonus for recommending a suitable candidate for a job position long desired to be filled, in accordance with the current measure of the Director of the institution, OŘ/12/2019.

The candidates registered in this way are only contacted for positions where a proper selection procedure has been announced (for positions where knowledge of the Czech language and legislation is not required, the advertisement is also published in English on the CDV English website and the Euraxess portal), and all candidates go through the standard selection procedure.