

**SLEZSKÁ
UNIVERZITA**



Rector's Directive No. 3/2022

Recruitment Policy

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Recruitment Policy

Article 1 Basic provisions

This Directive is issued in connection with an internal regulation of the Silesian University in Opava (hereinafter referred to as "the University" or "the Employer") The Recruitment Regulation of the Silesian University in Opava (hereinafter referred to as "the RR") in order to determine organizational measures in the recruitment process and methodological procedures for the selection of employees.

Article 2 Administrative context of recruitment

- 1) Posts to be filled by competitive recruitment process and the basic principles governing the process shall be laid down in the RR.
- 2) In the event that the recruitment process is abandoned for the reasons set out in the RR or an applicant other than the first-placed applicants is selected, a written justification of this decision must be kept in the selected staff member's personal file.
- 3) The mandatory items that must be included in a recruitment notice are specified in the RR. A model Recruitment Notice is attached as Annex 1 to this Directive. The model form may be adapted as appropriate, in particular for posts financed by subsidies or grants, where the conditions governing the funds use lay down specific conditions for the selection of staff or the scope of the information to be published.
- 4) Simultaneously with appointing the Recruitment Committee (hereinafter referred to as the "Committee"), the person authorised to initiate the recruitment process (hereinafter referred to as the "Initiator") may designate a person to carry out the administrative tasks related to the recruitment in cooperation with and in accordance with the instructions of the Initiator and the Chairman of the Committee (hereinafter referred to as the "recruitment administrator "). Unless the head of a unit decides otherwise, this shall be a personnel officer of the Department of Human Resources.

Article 3 Recruitment tools

- 1) Recruitment tools are determined by demands and requirements of the job position, based on a proposal from the Chairman of the Committee

- 2) In a recruitment process, the committee will primarily rely on the documents submitted by an applicant. The basic tool is analysis of the submitted evidence of the candidate's qualifications and competences and their comparison with the requirements of the job position, i.e. pre-selection. Applicants who clearly do not meet the conditions laid down in the recruitment notice and this cannot be remedied during the recruitment process (e.g. insufficient training) may be eliminated by the Committee.
- 3) The second basic recommended tool is a guided personal interview with the applicants, which can be conducted both in person and in a suitable remote form, including at the request of the candidate. For management recruitment, personal interviews with selected applicants are compulsory. Applicants will be informed of the interview date by e-mail to the address given in the application form at least 10 days in advance, and when setting a date, it is advisable, particularly for face-to-face interviews, to take into account the applicants' time availability, particularly with foreign applicants.
- 4) The purpose of the personal interviews is to verify and clarify the information provided in the documents submitted by the applicant and to verify the candidate's capabilities, skills and aptitudes in relation to the specific sub-requirements of the job description. The interview will also include an opportunity for the applicant to make a personal presentation so that they can indicate the priorities and facts they consider relevant and, in this way, to verify other dispositions of the applicant which may not be directly related to the requirements set out in the recruitment notice but which may play a significant role in the overall assessment of their qualifications (e.g. the contribution of experience outside the research field, the contribution of international mobility, etc.).
- 5) Other support recruitment tools may be written tests of professional knowledge, practical skills or language skills, or personal presentations of results, e.g. giving a lecture in the case of an academic post (including the possibility of assigning a topic), or presenting the results of e.g. artistic creation. The date of the test or personal presentation of results is communicated to applicants by e-mail to the address given in the application form at least 10 days in advance and is set taking into account the applicants' availability, particularly of foreign applicants.
- 6) Additional recruitment tools include, for example, external expertise or verification of submitted references at their provider.

Article 4

Criteria for the selection of staff

- 1) Criteria for selecting staff must be established prior to the recruitment process, based on the demands of the job position. The selection criteria shall be determined by the Initiator.
- 2) The selection criteria may be both measurable and subjective, and it is recommended that each criterion be given an appropriate weighting; if this weighting is not set by the Initiator, it will be agreed by the Committee before the selection process begins. Common selection criteria include, for example:
 - educational qualifications,
 - acquired experience and practice,
 - personal qualities, abilities and aptitudes,
 - publication outputs, citations, invited talks and other feedback, evaluation according to the Register of Art Outputs,
 - completed work abroad or in the practical sphere,
 - grants or other projects.

Article 5

Execution of the recruitment process and results evaluation

- 1) The Chairman and the members of the Committee are required to familiarise themselves with the recruitment procedures in force and related methodology of the University and the relevant unit before the recruitment process begins.
- 2) After the closing date for the submission of applications and as instructed by the Chairman of the Committee, the recruitment administrator will send to all applicants who have not been eliminated after checking their compliance with the requirements information on how the recruitment process will proceed and the expected deadlines for each step, including the date of the expected end of the recruitment by e-mail to the address indicated in the application form.
- 3) Any applicant who, after completing the specified recruitment tools, has demonstrated that they meet the requirements for the post to be filled will be considered successful, and the panel will rank the applicants according to their level of fulfilment of the requirements.
- 4) The course of the recruitment process and its results, including a list of the individual steps taken by the Committee, shall be recorded in the Recruitment Minutes (see model in Annex 2). It shall include in particular:
 - the title of the recruitment process and the number of posts to be filled,
 - the details of its notice and the deadline for submission of applications,
 - the composition of the Committee and the declaration of impartiality, objectivity and lack of bias of its members,
 - the tools and selection criteria chosen,
 - the results of the pre-selection process and any proposal to eliminate the applicants, including a brief justification,
 - the results of the evaluation of the applicants in the individual selection rounds,
 - a final evaluation of the applicants, including an indication of whether they meet the requirements for the post and the order of selection,
 - the date of the end of the Recruitment Committee meeting,
 - the result of the decision of the Initiator.
- 5) The recruitment process is closed on the date indicated in these Minutes.
- 6) The Recruitment Minutes are forwarded to the Initiator for a selection decision.
- 7) After the end of the recruitment process and the decision of the Initiator, the recruitment administrator will send a written notification of the recruitment process result to all applicants by post or email to the address indicated in the application form. In cooperation with the Chairman of the Recruitment Committee, they will provide the applicants, at their request, with information on the strengths and weaknesses of their participation in the recruitment process.

Article 6

Powers and duties of the persons conducting the recruitment process

- 1) The Initiator shall, in accordance with the RR:
 - decide on the recruitment notice, including the scope of the information to be included (requirements, deadlines, etc.),

- appoint the Recruitment Committee,
 - select the most suitable applicant from the pool of successful applicants on the basis of the results drawn up by the Committee, and, if an applicant other than the first-placed applicant is selected, give reasons for their decision,
 - decide on the abandonment, extension or suspension of the recruitment.
- 2) Chairman of the Recruitment Committee shall:
- propose recruitment tools,
 - convene and chair the meetings of the Committee,
 - compare the applicant's qualifications and personal qualities as set out in the documents with the requirements of the post to be filled and have the right to propose elimination of applicants who do not meet the requirements,
 - in agreement with the members of the Committee, set the dates of the Committee meetings and interviews or presentations of the applicants,
 - if necessary, decide to broaden the recruitment tools or to invite additional persons/experts, including from abroad,
 - at the request of the applicant may decide to change the scheduled date of the personal interview, test or presentation
 - give instructions to the recruitment administrator to contact the applicants or to prepare the Recruitment Minutes,
 - on request, provide the unsuccessful applicant with a brief summary of their personal qualities in relation to the requirements of the Initiator and the reasons for the panel's decision.
- 3) The Chairman and members of the Committee are obliged to:
- familiarize themselves with all methodological documents governing the procedures for the recruitment of university employees prior to the Committee meeting and to ask for clarification or explanation in case of any ambiguity,
 - work together constructively and effectively to organise and execute the recruitment process,
 - verify and evaluate the documents, outputs and personal statements of the applicants in accordance with the selection criteria.
- 4) The recruitment administrator is responsible for the organisational and administrative support of the selection process. Within this framework they:
- execute the recruitment notice (publication on the University's website or other appropriate means as decided by the Initiator),
 - ensure compliance with the obligation to report vacancies under the Employment Act,
 - gather all applications for advertised vacancies,
 - announce their appointment or removal to the members of the Recruitment Committee,
 - provide the Chairman and members of the Committee with access to public and internal methodological documents governing the University's recruitments, so that they can familiarise themselves with them in advance and, if necessary, provide them with the explanations they require,
 - enter into personal, telephone, electronic or written contact with applicants, invite them to provide missing documents, invite them to an oral interview or a test and communicate the result of the recruitment process,
 - prepare the documents for the Recruitment Committee meetings (usually by allowing remote access) and its organisation and may attend the meetings at the request of the Chairman,
 - draw up the Committee's Recruitment Minutes on the course and results of the recruitment process,
 - ensure the preparation of recruitment documents for the selected candidate,

- return all the received documents to the unsuccessful applicants,
 - ensure that documentation is retained for inspection purposes, in particular documents relating to the publication of the notice, the Recruitment Minutes and any justifications for exceptional procedure.
- 5) In the event that the Initiator appoints a staff member other than the personnel officer of the Department of Human Resources. as the recruitment administrator, the recruitment administrator shall have the right to request appropriate assistance from the relevant personnel officer.

Article 7

Final provisions

This Rector's Directive becomes valid on the date of its publication on the intranet and effective on 1 April 2022.

In Opava on

doc. Ing. Pavel Tuleja, Ph.D.
Rector

Appendices:

Appendix 1 – Call for Tender (model)

Appendix 2 – Recruitment Minutes (model)

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