



## **Good practices of researchers recruitment at the Institute of Mother and Child (OTM-R: Open, Transparent, and Merit-based Recruitment of Researchers)**

Good recruitment practices with regard to research positions apply to candidates for the positions of professor, Institute's professor, assistant professor and academic assistant.

- A person with the title of professor may be employed as a professor.
- A person with the title of professor, postdoctoral degree or doctoral degree and in the case of a permanent resident abroad - with at least a doctoral degree may be employed as institute's professor.
- A person with a doctoral degree may be employed as an adjunct.
- A person with a master's degree or equivalent may be employed as an assistant.

The most important legal document specifying the procedure for employing researchers is the Act of 30 April 2010 on research institutes, which sets out the minimum requirements for candidates for scientific positions.

### **RECRUITMENT - GENERAL RULES**

The principles and requirements that should be followed when recruiting researchers should reflect compliance with values such as transparency of the recruitment process and equal treatment of all candidates. The Institute acts responsibly and respectfully and strives to provide researchers with the best conditions for developing their scientific potential.

The Institute has open and transparent recruitment procedures that are the same for all candidates and also adapted to the type of position offered.

### **RECRUITMENT - STARTING THE PROCESS**

Recruitment procedures can be initiated at the request of the head of a particular clinic or department engaged in scientific activity or on the initiative of the Deputy Director for Scientific Research (Annex 1).



The candidate for the scientific position in the Institute is selected through a competition. A Competition Committee appointed by order of the Director of the Institute conducts a competition for scientific positions. The detailed activities of the Committee are set out in the Director's Order No. 36/2012 regarding the introduction of regulations of the Commission appointed to conduct the competition for scientific positions in IMC (Annex No. 2).

The appointment of the Competition Commission initiates the competition procedure. The proceedings of the Competition Committee take place at meetings. A report is drawn up at each meeting by a member of the Commission appointed by the Director. The first stage of the competition procedure is to prepare an announcement about the competition for a scientific position.

The announcement of the competition contains a description of the conditions and qualifications to be met by candidates for scientific positions. A description of the conditions and requirements is established for each competition, for individual positions, taking into account the needs of the unit and the working conditions that are associated with the specificity of the tasks performed in it. The competition notice also includes a list of documents that the candidate must provide, as well as date and place of submission. The deadline for submitting bids is at least a month, so that the largest number of candidates can read the announcement.

The competition announcement is posted on the Institute's website, on the website of the minister competent for higher education and science in the Public Information Bulletin, and on the website of the European Commission on the European portal for mobile researchers intended for publication of researchers job offers. Members of the Committee must maintain absolute confidentiality to protect the privacy of candidates and the integrity of the entire recruitment process. Each member of the Commission is required to maintain the confidentiality of information obtained in the recruitment process and not to provide any information regarding the search for candidates to persons who are not members of the Commission.

## **HR SELECTION**

The Committee selecting candidates for a scientific position consists of persons with various qualifications and experience. Due to the Institute's profile, it is not always possible to maintain a gender balance, as the Institute has a large female predominance. The Competition Committee may include: Deputy Director for Scientific Research, Deputy Clinical Director, head of the clinic or department in which the candidate is to be employed, two representatives of the Institute's Scientific Council, representative of the Board of Managers, head of the



Human Resources and Payroll Department or an employee indicated by him (the Commissioner-Recorder) and other persons indicated by the Director of the Institute.

**The competition takes place in two stages.**

- I. In the first stage, the members of the Committee become acquainted with the documents submitted by the candidates.

All candidates who meet the formal criteria receive an email confirming receipt of their application together with information about the next stages of the recruitment process, including an indicative schedule (including the duration of the interview and the date of the meeting).

- II. The second stage of the competition procedure relies on substantive assessment of candidates, taking into account the results of interviews with candidates. The second stage of the competition is carried out with candidates who were admitted after the first stage.

**Assessment**

In the process of selecting staff, the Commission should be guided primarily by such criteria as:

- Assessment of professional experience,
- Assessment of scientific achievements and qualifications,
- Creativity and level of independence.

The assessment is carried out in a quantitative and qualitative way, i.e. it focuses on the number of publications, but also on other outstanding achievements during a scientific career, e.g. participation/membership in scientific societies, conducting didactic activities, managing research or innovation and spreading scientific awareness in society.

After analyzing the application documents, a preliminary selection takes place, during which the candidates are divided into two groups: candidates qualified for further recruitment and candidates rejected

**VARIATIONS IN CHRONOLOGICAL ORDER OF CURRICULUM VITAE**

Breaks in scientific careers or variation in the chronological order in the biography should not be negatively assessed by the Commission, but seen as a career evolution and potentially valuable contribution to the career development of researchers following a multidimensional career path.



## **RECOGNITION OF MOBILITY EXPERIENCE**

When assessing the suitability of a candidate, the Commission should positively assess all manifestations of scientific activity on the international stage, both as part of cooperation and stay in another country.

## **RECOGNITION OF QUALIFICATION**

When assessing a candidate, the Commission assesses scientific and professional qualifications, including informal qualifications, also in the context of international and professional mobility. The Commission should strive to inform each other with other research centers through all available communication channels about the principles, procedures and norms determining the recognition of this type of qualification. When assessing candidates with qualifications acquired outside of Poland, the Commission should make use of applicable national law, conventions and specific principles regarding the recognition of such qualifications.

## **SENIORITY**

When assessing the candidate's seniority, the Commission should primarily be guided by the assessment of the candidate's achievements and scientific achievements. Professional qualifications and internships cannot be the main criterion, since professional qualifications can be achieved at an early stage of a long academic career. Therefore, candidates' qualifications should be considered in assessing the course of lifelong professional development.

## **INTERVIEW**

Questions asked during an interview must always relate to specific situations, activities or examples. The Institute makes every effort, both as to the attractiveness of its offer and the requirements for candidates.

The selection process is open, competitive and non-discriminatory. All candidates should be treated equally and in the same way. Article 221 (1) of the Labor Code specifies what information the employer may require from the candidate, namely: name (names), surname, address of residence (for correspondence), education and the course of previous employment. The recruiter cannot ask personal questions about, e.g. marital status, parental plans, religion, diseases, etc.



The interview usually consists of a preliminary presentation prepared by the candidate (e.g. presentation of recent / current research / scientific directions, plans for the development of scientific activities) and interviews with members of the Commission.

The selection process should take into account all the candidate's previous professional experience and be based on a wide range of criteria. In the case of a candidate with diverse scientific experience, the Competition Committee may focus on selected achievements. Depending on the profile of a given position, the selection board assesses, among others:

- research activities;
- experience in managing research projects;
- organizational skills / experience;
- managerial predisposition;
- mentoring;
- openness to changes;
- teamwork skills;
- ability to raise funds;
- language skills;
- consistency of expression.

## **VOTING AND CHOOSING THE CANDIDATE**

The selection board selects the candidate for a given position by secret ballot, by an absolute majority of votes in the presence of the Chairman, Head of the clinic/department in which the candidate is to be employed, and at least 3 members of the Commission. If the candidate is not selected in the vote, the Chairman of the Competition Committee shall order a second vote. The Committee then chooses by simple majority. Conducting a second vote may be preceded by another discussion and interview with the candidates. The Committee prepares minutes of conversations and voting. The Competition Committee passes the results of the competition along with its documentation to the Institute Director.

## **FEEDBACK**

The selection board shall immediately notify candidates of the results of the competition. Information about the end of recruitment is sent to all candidates who have met the formal criterion. "Thank you for taking part



in the recruitment process” is a rule that should always be followed. The email to each candidate is an expression of respect for people who have devoted their time to contact with the Institute.

### **COMPLAINTS**

The Institute of Mother and Child provides for a procedure for handling complaints made by candidates who feel that they have been treated unfairly or improperly. Any candidate who has reservations about the recruitment process and has doubts about the assessment by the Committee may appeal to the Institute Director regarding the refusal received. Each case is considered individually.

### **A PROMOTION OPPORTUNITY FOR RESEARCH EMPLOYEES**

In order to ensure the clarity of the promotion of research employees, there are introduced by the Director's Regulation No. 5/2020 the rules of conduct regarding the promotion of research employees at the Institute of Mother and Child and the Regulations for the assessment of the scientific and technical achievements of research and technical employees, as well as the procedures for scientific promotion (Annex No. 3 and 4). A clear definition of the promotion rules for researchers favors transparency, objectivity and equal opportunities for all researchers.

### **PLANNED ACTIONS UNDER OTM-R**

1. Internal training on the principles of OTM-R for members of the Commission, employees of the HR and payroll department and other people involved in the recruitment process for scientific positions,
2. Monitoring of recruitment processes,
3. Translation into English of regulations regarding the recruitment and employment of persons for scientific positions.