

IM CAS HIRING POLICY AND PROCEDURES

This document sets policies, procedures and states general standards of conduct for hiring of Employees with a University Degree Working in the Institute’s Research Departments (hereinafter “Research employees”) of the Institute of Mathematics, Czech Academy of Sciences. This document refers to the Hiring and Evaluation Committee as „the Committee“, to the Institute of Mathematics as „the Institute“.

The main mission of the Institute is to perform high quality research. Following this mission¹, the director of the Institute (hereinafter the “Director”) decides about new openings in the Institute upon suggestions from heads of the departments or principal investigators of projects. The Hiring and Evaluation Committee² is responsible for the recruitment process for research positions. The Committee acts as an advisory body of the Director according to Statutes of the Hiring and Evaluation Committee in the Institute of Mathematics of the Czech Academy of Sciences. The Committee recommends the order of the candidates to the Director who takes the final decision.

1 Recruitment procedure transparency

The announcement exactly specifies the research position and provides detailed information about the job covering the following points:

- employment period, type of contract, starting date, salary, required documents,
- clear and concise information on the applicable experience and/or educational requirements of the position,
- the particular field of research, if applicable,
- funding project, if applicable,
- the specific as well as general responsibilities involved in the job,
- transparent information on the selection process: deadline for applications, time interval for interviews, deadline for notification of all candidates about the result of the selection process,
- pro-active elements for underrepresented groups: special emphasis on candidates with disabilities and women candidates,
- contact person for informal questions,
- link to the online application system.

In order to avoid any kind of discrimination based on geographical location the Institute introduced e-recruitment: electronic application system available for all candidates. Available positions are publically announced at the web pages of the Institute and job advertising platforms, including the EURAXESS web, the EMS job portal, and portals for women mathematicians.

2 Selection process

2.1 Objectives

The objective of the selection process is to identify the best-suited candidate for the announced position. The committee evaluates all candidates by using the electronic online application system and discussions during its meetings. The committee decides about the short list of candidates to be invited for interviews and finally about their order.

¹ In agreement with Section 16 (1) of Act No. 283/1992 Coll., on the Academy of Sciences of the Czech Republic, and Art. 51 of Statutes of the Czech Academy of Sciences.

² See Statutes of the Hiring and Evaluation Committee in the Institute of Mathematics of the Czech Academy of Sciences.

2.2 Selection criteria

The committee applies selection criteria in accordance to the type of the position and stage of the applicant's career. Members of the committee evaluate candidates individually taking into account specific features of their careers. The main criteria consist of (but are not limited to) the following:

- *Research output and impact*: publications, citations, most important results, relevance for development of his/her research, originality/innovation, invited lectures, invited research visits abroad
- *Researcher's profile*: membership in networks, international collaboration; international dimension: participation in research projects, doctoral/habilitation committees, reviewing for prestigious journals, organizing international events, capacity to competitively attract funding, prizes/awards; performance in training students/postdoctoral fellows
- *Mobility experience*: international employment history, stays abroad, international conferences, visits to foreign universities, including virtual mobility experience. The committee evaluates whether the applicant's mobility gained as a part of his/her initial or later stage research career can be considered as a valuable contribution to his/her professional development.
- *Research statement*: what is the potential of the applicant to enrich the research community in the Institute and how beneficial for the applicant will be the collaboration with the current research staff of the Institute.

2.3 Interviewing policies and procedures

Short-listed candidates are invited to the interview, which might have an online form. The exact day and time are agreed in advance with the candidates. The interview is a valuable tool for the committee in assessing the applicant's suitability for the position. It is also the applicant's opportunity to learn about the duties and responsibilities of the position and the working conditions in the Institute.

Committee members prepare for interviews by studying application documents, including recommendation letters, and prepare a list of specific questions to be asked. The committee should be aware that the applicant may be inexperienced in the job interviewing process and may need encouragement in the form of supporting questions.

Questions not related to the position, for example about the country of origin, are not allowed. Allowable questions refer to candidate education and research experience relevant to the position, or to the legal status (connected to employment requirements). Typical questions are about any incomplete information in the CV, the most important research results, candidate's scientific activities, questions about citizenship, working visa, etc.

2.4 Information about the result

All applicants irrespectively whether or not they were interviewed will be notified about the result of the selection process. This communications has usually the form of email messages.

3 Hiring

3.1 Offer of employment

The successful candidate receives the offer of employment usually by email from the Director of the Institute. After the selected candidate accepts the offer, a mutually agreeable starting date is determined. The successful candidate is then contacted by the humane resources office and informed about legal and administrative requirements.

3.2 Introductory employment procedure

For citizens of third (non-EU) countries the Institute issues the hosting agreement. It serves for the visa application and is a prerequisite for the long-term residence for the purpose of scientific research in the Czech Republic. Citizens of EU countries do not need any visa. After the arrival to the Czech Republic, the non-Czech residents (both EU and non-EU) have to apply for the long-term residence for the purpose of scientific research, which allows them to work in the Czech Republic. Note that the non-EU citizens have to register at the foreign police within 3 days after their arrival to the Czech Republic. The Institute uses services of Euraxess to assist foreigners with immigration procedures.

For employment contract, the researcher provides details in advance by filling the personal form. Before signing the employment contract at the payroll office of the Institute, the researcher has to present the valid identification document (e.g. a passport), the original of the last diploma (usually certifying the PhD degree), and has to undertake a medical exam (legal requirement).

The Institute automatically enrolls the employed researchers into the Czech health and social insurance systems. The foreigners may use the signed employment contract to open a bank account in the Czech Republic.

NOTE: All the above requirements are legally necessary for employment in the Institute.

3.3 Payroll categories

The Institute typically uses the following professional appointments: student, postdoctoral fellow, research fellow, and leading research fellow.

The offered salary is subjected to tax, health, and social insurance deductions. It consists of the tariff and supplement part. The tariff part is guaranteed and determined by the internal salary regulation according to the above mentioned position and salary category. The tariff table is available at the Institute's intranet³.

Appointments in the payroll categories described above are terminated by the end date of the employment contract.

3.4 Incorporation to Institute's structure

Every researcher is assigned to one of the existing departments. It is the responsibility of the head of the corresponding department, to introduce, orient, and integrate the new employee to the team. The New Employee Handbook helps the newly hired researchers during the onboarding process.

³ See Annex no. 1 and 2 to Internal wage regulation at https://intranet.math.cas.cz/index.php/Internal_rules