

Unofficial Reading Version

This guidance document was not published coherently in the form presented below. This publication is provided as a service for non-German reading students and other members of the University of Greifswald.

The only legally binding text is the German text of the *Leitfaden zu offenen transparenten und leistungsbezogenen Rekrutierungsverfahren an der Universität Greifswald* of 11/09/2019 that can be found on the University's website.

1 Guidance on Open, Transparent and Merit-Based Recruitment Processes at the University of Greifswald

0. Preface

The OTM-R (Open, Transparent and Merit-Based Recruitment) policy that is embedded within the HRS4R (Human Resources Strategy for Researchers) process is designed to ensure and facilitate high-quality recruitment procedures at the University of Greifswald. Recruitment and selection procedures should be designed to be as open, transparent and merit-based as possible and to ensure that equal opportunity is maintained.

This guidance document describes the principles used at the University of Greifswald when recruiting full-time academic personnel (non-professorial staff) and non-academic personnel. University professors are recruited on the basis of the Professorial Appointment Guidelines¹ in their respective valid version.

1. The job advertisement and application phase

All positions should be advertised publicly. Reasons must be given if a job position is not advertised publicly.

Drafting job advertisements

If a decision is made to fill a position, the department, institution or organisational unit where the position is being offered must draw up a job specification that describes the concrete tasks and activities to be performed and the associated job requirements. The job specification must include the following information:

- Name of the position
- Name and where appropriate a description of the department, institution or organisational unit where the position is being offered
- Whether position is full-time or part-time and other job characteristics (number of hours to be worked, pay grade, etc.)
- Description of work to be performed
- Requirements to be met by the candidate, selection criteria
- Description of what the University of Greifswald offers, including, where possible, career development perspectives
- Contact information
- Application deadline and format in which applications are to be submitted
- Reference to OTM-R
- Reference to gender equality policy

¹ The professorial appointment procedures as set out in the Professorial Appointment Guidelines were reviewed on the basis of the OTM-R specifications. It was concluded that the main requirements of the OTM-R standard were being met.

The following *job advertisement template* *Sample 1* may be used.

The administrative workload associated with the job advertisement phase should be kept as small as possible. We recommend making provisions for application documents to be submitted electronically.

Application documents are treated in accordance with data protection regulations. Application data is collected and processed solely for the purposes of recruitment. Application data will be deleted automatically three months after the end of the recruitment process. The information requested is restricted to information relevant to the selection process. Original documents are not required.

Publication

After being reviewed by the relevant assessors (Dean's Office, Gender Equality Officer), the job advertisement will (subject to available funding) be posted internally and externally by the HR Department in the following online media:

- The University of Greifswald's website
- Karriereportal M-V, Arbeitsagentur (Federal Employment Agency), Interamt and Bund.de
- Euraxess (for English language job postings)
- Website(s) of the relevant academic communities (where appropriate)
- Academics (where appropriate)

If a job is to be advertised internationally, the English job advertisement will be reviewed by the Translation Coordinator at the University of Greifswald before posting or publication.

Communicating with candidates

All candidates should be updated in good time on the status of their application and the recruitment process.

- Candidates receive confirmation that their application has been received *Sample 2*.
- Shortlisted candidates are invited for interview *Sample 3*; candidates must receive the invitation at least one week before the scheduled interview date.
- If a candidate is unable to attend, efforts will be made to reschedule the interview.
- If the recruitment process is delayed, all candidates will receive an interim communication on the current status of the process *Sample 4*.
- Once a candidate has been chosen, the remaining candidates will be notified that they were unsuccessful *Sample 5*.

2. Assessment and selection phase

The selection committee

The size and composition of the selection committee may vary depending on the profile of the position being advertised. The committee should strive for gender balance. If this is not possible, the specific reasons must be documented. The committee may draw on the opinions of external experts.

The selection committee should be involved in all phases of the recruitment process (initial screening of the applications submitted, interviews, candidate selection).

Selection criteria

Candidates must be chosen on the basis of suitability, capability and professional merit ('select the best').

Depending on the specific requirements of the position, assessment criteria may include:

- Professional competence
- Professional experience
- Research record, publications
- Teaching experience
- Experience in acquiring external research funding
- Internationality, mobility, language skills
- Administrative experience
- Ability to work in a team, communication skills, organisational and planning skills

After screening the applications submitted, a shortlist is drawn up of candidates who are to be invited for interview. The reasons for rejecting an application must be documented.

Sample table 6

A structured interview format should be used. We recommend using a list of questions that can be individually modified to the requirements of the position to be filled. *Example of an interview (including list of questions 7)*

The information gathered in the interview is recorded. The selection committee rates and ranks the candidates interviewed.

3. The appointment and induction phase

Appointment

The candidate chosen by the selection committee is notified by their future direct line manager that the University intends to offer them the post subject to approval from other consultative bodies (Staff Council, Gender Equality Officer) and verification by the HR Department.

The HR Department contacts the appointee and is also the administrative unit responsible for drafting the employment contract and for key questions regarding employment.

Feedback

Unsuccessful candidates will receive a rejection letter before the appointment of the chosen candidate. *Sample 5* On request, candidates may receive feedback from the HR Department.

Complaints procedure

In any recruitment process, candidates are entitled to enter a complaint by email, which should be sent to persdez@uni-greifswald.de. In addition to technical aspects of the process, a complaint may cover issues such as fairness, transparency, data protection and discrimination. The HR Department will process complaints internally and send an individual reply to the candidate within ten working days.

Greifswald, 11 September 2019