

Recruitment and Selection Strategy of the Institute of History of the CAS

The aim of employee recruitment and selection at the Institute of History ('IH') of the Czech Academy of Sciences ('CAS') is to attract qualified, talented and motivated employees who will fulfil the mission of the institution and contribute to its long-term development. This document defines the basic values and principles applied in the recruitment and selection of IH employees for all types of positions (scientific and non-scientific). A corresponding internal methodological procedure regulates and standardises the steps in each phase of the process.

In recruiting and selecting staff, the IH is committed to the principles of the equal treatment of all applicants, to objectivity and to compliance with legal standards. At the same time, it is firm in its intention to create working conditions and an environment that will foster employee performance, the development of their qualifications, their competences and their motivation. The management of selection procedures and the recruitment of staff is conducted in accordance with the requirements set out in the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers (see: https://euraxess.ec.europa.eu/sites/default/files/am509774cee_en_e4.pdf).

Principles of Employee Recruitment and Selection

In recruiting and selecting new staff, the IH follows OTM-R (Open, Transparent and Merit-based Recruitment of Researchers) principles (see: https://euraxess.ec.europa.eu/sites/default/files/policy_library/otm-r-finaldoc_0.pdf).

- **Openness**

Selection procedures are published on the website of the IH, on the careers website of the CAS, and externally in a manner suitable for the specific job opening. The principle of equal opportunities is applied from the outset of the selection process, without, however, taking precedence over the criteria of quality and ability.

- **Transparency**

Applicants are informed of the selection criteria in advance, and of the course of the selection procedure and the final outcome. This also includes the opportunity to provide feedback.

- **Measurable results**

Candidates are assessed on the basis of their overall experience and demonstrable career record. A broad range of assessment criteria is applied, covering not only professional qualifications but also

candidates' own potential. Mobility experience is generally welcomed and is seen as a valuable contribution to professional development at any stage in a career.

The IH takes pains to ensure that all procedures are open, efficient, transparent and appropriate to the types of posts being advertised.

Recruitment and selection procedures

- Information regarding positions is available on the IH website, IH social media, the career pages of the CAS and, if relevant, on other internet platforms.
- The advertisement text contains a job description and the requirements for the position, which are established reasonably to reflect the minimum qualifications required and are not discriminatory. The advertisement also contains a summary of employee benefits and perks as well as instructions on how to apply, including the closing date.
- The selection process is open to both internal (existing staff) and external candidates. The IH supports the employment of candidates from abroad and the employment of people from disadvantaged groups.
- The IH has a commitment to creating a diverse and inclusive environment. Throughout the selection process and during the employment relationship, direct and indirect discrimination on the grounds of gender, age, sexual orientation, health/disability or marital status, racial or ethnic origin, nationality, citizenship, social origin, religion or belief, property, political or other opinions, and membership or activity in political parties and organisations, trades unions or employers' organisations are completely unacceptable.
- The IH encourages part-time work, working from home and allowing time flexibility in fulfilling work obligations.
- The process for establishing selection committees appointed by the institution's Director is defined in the Methodological Procedures, where the essential criteria for their composition are described in more detail.
- During the selection process, it is the candidates' professional qualities and scientific competence that are assessed, based on objective, fair and relevant criteria.
- The IH aims to reduce the administrative burden on applicants, and requires from them only the most necessary documents, and those in electronic form, for the selection process.
- The IH advises all applicants of the outcome of the selection process, and provides feedback to those who participated in interviews.

- Communications with applicants during the selection process are kept in written and electronic form for the necessary duration. All materials are handled in accordance with applicable legislation.
- Any objections to the process or outcome of the selection procedure are dealt with by IH management in cooperation with the head(s) of the selection committee, within the statutory term of 30 days, or by the Ethics Committee of the IH if the Director of the IH has been contacted on the matter.

The IH is a stable institution offering its employees the most favourable conditions for their professional success and development. It seeks to understand and work with the motivations of its employees, to facilitate a good work-life balance and to support its employees in their careers.

This strategy document summarises the most important principles and procedures for the recruitment and selection of IH staff. It defines core values, in particular transparency in the selection process and the equal treatment of all candidates. A companion internal methodological document describes the specific steps for planning, sourcing, selecting and recruiting new staff for the organisation.

The IH commits itself to following this strategy and the related methodology.

These documents are regularly revised to ensure that their content reflects the current and desired state of the institution and of current legislation.

This document shall enter into force and effect on 19 December 2023.

In Prague on 19 December 2023

Prof. PhDr. Martin Holý, Ph.D., m. p.

Director

Institute of History

Czech Academy of Sciences