

Human Resources – Guidelines for recruiting process

The guideline intends to provide guidance for the recruiting process, which deals with the following issues:

- I. Pre Advertising
- II. Advertising
- III. Pre Interview
- IV. Interview
- V. Appointment
- VI. Contact person
- VII. Schematic diagram

I. Pre Advertising

Open competition or not?

The vast majority of new positions should be filled by way of open and public competition. However, different scenarios also do not require an open recruitment¹. In case of an appointment for a professorship or lecturer, the recruitment process is strictly regulated by a cooperation contract and the respective Higher Education Act and will not be discussed in the guidelines.

The table below is an initial guide and lists when open competition may be required:

| Scenarios | Open Competition |
|---|-------------------------|
| Once off short term contracts | No |
| Short-term contracts but likelihood of longer term funding becoming available | Yes |
| A new post for one year or more | Yes |
| Renewal of a contract | No |
| Fellowships | No |
| Single interviews | No |

Requirement profile of the position:

Fundamental issues:

The head of department is responsible to specify a requirement profile if necessary in coordination with other involved persons (for example the project leader).

A requirement profile for a post consists of following information:

- **Main tasks/goals of the position,**
- **Internal and external contacts of the position** (cooperation, communication internal/external),

¹ E.g. internal advertising for open positions for which suitable personnel already works at the institute, short contracts, renewals of contracts (except removal of time limit at contract).

- **Required knowledge and skills**, e.g. relevant training, further education, professional knowledge, special know-how, language skills, etc.,
- **Required competencies**, e.g. resilience, conflict ability, analytical thinking, confident demeanour, etc.,
- **Desirable experiences** e.g. leadership experience, project experience, project management experience, intercultural experience, etc.

The requirement profile is the fundement of the job description. In case the position already exists, the head of the advertising department should check if the requirement profile might have changed and if the advertising text might be adapted to meet the recent requirements. The human resources department supports the head of department or project manager if required.

II. Advertising

Standards for a convincing post

For job postings, the HR department provides a template. The head of department completes this after consultation with the Research programme management/ project management.

The in the requirement profile mentioned **additional** characteristics and experiences as well as the reference to the internal and external contacts of the position can be mentioned in the post, but are not absolutely necessary.

Mandatory information:

For all posts, we insert text modules to note (i) that we welcome applications by persons with severe disabilities, (ii) that we tackle the low women's share at our institute and (iii) that our open positions are part time capable.

Severe disability: “.... “ (§82 (2) & (3), SGB)

Low share of women among workforce: In case of a low share of women, we include a text module with an explicit invitation for women to apply for the open position. The post will encompass the following sentence: “...” (§6 BGleG, §7 GlG MV).

Full-time / part-time: In case an open full-time position is capable for part-time, a notice should be included in the advertising text. Example: “The position could be filled in part-time.”

In the rare case that a position is not capable for part-time, that can only be recorded with an exhaustive justification (§11 TV-L, §1 and 6-8 TzBfG). These reasons must be called to the personnel department in advance and has to be coordinated with the works council and the gender equality officer (§6 BGleG, §7 GlG MV).

Advert form:

The post will be advertised on the INP external website and on the internal black board. In addition to the INP website, the advert could also be placed in other media at the request of the head of department. The head of department or the project manager has to check with the HR department which media are available and how the additional advertising costs will be covered. The appointment period will be at least one week to a maximum of four weeks, in exceptional cases even longer.

The head of department sets a timeline for the recruiting process with the HR department.

III. Pre Interview

Application submission

For submitting an application, the candidate is asked to fill a form generated by our e-recruiting software. To keep the administrative burden for the candidate on a minimum level they could instead upload their application or send an e-mail with their application material, in exceptional cases even send an application on paper. The candidate will receive an e-mail confirming the successful submission.

Selection of candidates for a job interview

The head of department or project manager screens all the applications received to produce a shortlist of suitable candidates serving as basis for invitations to interviews. Other appropriate members of the department or research programme may also be asked to participate in the screening/shortlisting process². It is recommended that at least one other appropriate person be involved (dual control principle). Details of the reasons for shortlisting candidates should be recorded on the shortlisting form provided by the HR office. The head of department or project manager will then present to the HR department (board of directors) a selection of shortlisted candidates. Based on this list the HR department will invite the respective candidates.

Further involved persons

During the recruitment process (screening the applications, selecting suitable candidates for interview, interviews etc.), the responsible head of department or project manager can involve further persons e.g. future colleagues, who based on their experience could make statement on the vocational aptitude. In addition, one representative of the works council and the gender equality officer are involved in the process considering their participatory rights.

Invitation for interview

Selected candidates will receive an invitation by HR department via E-mail and/or telephone.

Information to candidates not invited for an interview

Candidates, which do not meet the selection criteria and are not shortlisted for interview will be rejected by e-mail from HR. See also “Notification of candidates”.

IV. Interview

The decision if a candidate fits in the position is made usually based on a job interview. In order to get a full picture of the candidate and their suitability, a professional preparation, implementation and subsequent documentation of the interview is necessary. In addition to the guide for job interviews, the head of department or project manager must also use the form “recruitment matrix” as basis for documentation. See also “Selection of the candidate”.

Preparation of the interview

The following documents are relevant for the interview and will be provided by the HR department to all involved persons:

- A copy of the advertisement for the post,
- Requirement profile,
- A copy of the application material submitted by the candidates to be interviewed,
- A recruitment matrix pre-filled with the selection criteria for appointable candidates.

² Under consideration of rules for data protection aspects.

Procedures for the interview process

Interviews will be conducted in an appropriate venue without interruption. Questions must be in keeping with the provisions of Equal Opportunity and Anti-Discrimination legislation, e.g. questions regarding the wish for children are not permitted. When seeking information from candidate, questions should be directly related to the selection criteria and the post to be filled.

The head of department or project manager is responsible for coordination of the interview. All persons invited to the interview are allowed to place questions. Details and guidelines on conducting an interview are contained in "Guidelines for Conducting Interviews".

Selection of the candidate

The selection of the candidates must be based on all information available to the extent of being legally permissible. In the recruitment matrix the answers of all candidates are documented in regard to the requirement profile. The answers are given points in a three-points-system. By doing so, the head of department or project manager can identify the most suitable candidate as the one with highest score. In event of a tie, a follow-up interview could be scheduled with the respective candidates.

Documenting the selection

The head of department or project manager is responsible for the complete documentation within the recruitment matrix.

Notification of candidates

The Human Resources Department informs the board of directors about the recommendation for a certain candidate including the complete recruitment matrix. On this basis, the board of directors decides if a candidate is sufficient for the advertised job or not. Then the HR department will finally inform the successful candidate. The HR department will also inform the remaining candidates with a written refusal.

Delay in timeline

In case the process of selection requires more time than expected in the timeline discussed with HR before the advert, the relevant HR manager will inform all candidates. This is also true for other steps in the recruitment process.

V. Appointment

Offer of employment

HR will make the offer of employment upon consultation with the head of department and/or project manager. The offer will be in line with the terms and conditions outlined in the advert. The appropriate salary will be determined by the level of skills and experience of the individual and will adhere to the TV-L salary guidelines, please see details of it at the following link (in German): <http://oeffentlicher-dienst.info/tv-l/ost/>

Employment Permits for Non-EU Nationals

A Non-EU National candidate who is being selected for appointment will normally require an employment permit in order to be legally allowed to start employment in Germany. It is the responsibility of the employee to apply for this permit. The HR department will check on the permit before sending the offer of employment.

Staff Request Form Completion (Personalmeldung/Einstellungsmeldung)

Once the potential candidate accepted the offer, the head of department and/or project manager must then complete and submit the Staff Request Form in order to facilitate the issue of the contract of employment. The Staff Request form must be completed and signed by the head of department and/or project manager and then submitted to the administration. The following persons must also sign the form at each stage of review:

- Head of department (if not the project manager),
- Chief Financial Officer.

Contract Renewals/Extensions

In general, all research staff on the Leibniz Institute for Plasma Science and Technology at the level of Postdoctoral Researcher, Research Fellow and Senior Research Fellow as well as all accessory personnel will be appointed by way of an open and public competition.

Contract renewals / extensions can be issued subject to the Researcher (a) having successfully completed his/her probationary period and / or an annual performance review (b) funding being available and (c) they have not exceeded the maximum period permitted at each level of the research development subject to the overall maximum of 12 years (6 years for personnel aiming for PhD, 6 years for personnel holding a PhD).

VI. Responsible persons

If you have further questions about recruitment and onboarding process, contact persons are:

Mrs. Lembke

Mrs. Hözel