



HR EXCELLENCE IN RESEARCH



Policy of open, transparent, merit-based recruitment processes

**Open, Transparent and
Merit-based
Recruitment**

March 2019

Sources of labour law:

The basic source of labour law in Poland is the Labour Code which governs all basic issues related to employment relationships:

- labour law principles;
- forms of establishing a work relationship and its termination;
- remuneration for work;
- obligations of the employee and the employer;
- financial responsibility of employees;
- principles of working time establishment;
- employee holiday entitlements;
- employment and protection of junior workers, and protection of working women;
- occupational health and safety;
- dispute resolution in cases of disagreements between the employees and the employer.

Rights and obligations of researchers are also governed by the Act of 30 April 2010 on the Polish Academy of Sciences.

Forms of employment, employee's remuneration and holiday leave:

The employer, pursuant to the Labour Code, can be employed under a contract agreement concluded for:

- a trial period not longer than 3 months (preceding a fixed time contract);
- a fixed time contract not longer than 33 months;
- the period for implementing the research project;
- a contract for an indefinite period.

Employee remuneration is subject to particular legal protection. It is expressed in the prohibition of applying any deductions, except for cases provided for in the Labour Code.

The following amounts can be deducted from the remuneration:

- advance income tax payments;
- contributions to pension schemes;
- maintenance claims pursuant to enforceable titles;
- other payables pursuant to enforceable titles;
- advance payments;
- financial penalties for violating work order and discipline.

Researchers and research and technical workers are entitled to a holiday leave of 36 days per calendar year.

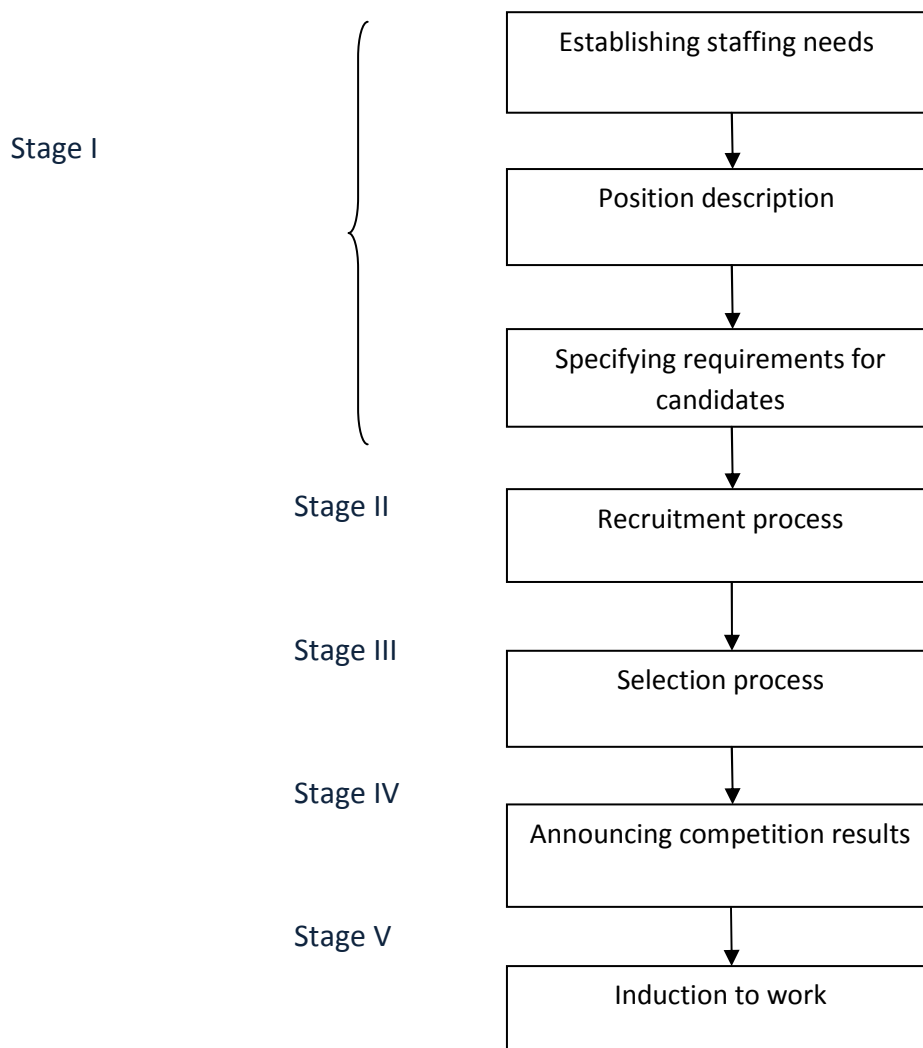
Research positions at IAR&FR PAS

At the Institute of Animal Reproduction and Food Research of the Polish Academy of Sciences in Olsztyn, researchers can be employed in the following positions:

- assistant researcher
- assistant professor
- institute professor
- professor.

Stages of employee selection at the Institute:

The basic stages of employee selection at the Institute include recruitment, selection, announcement of competition results and introduction to the position. These stages are preceded by detailed analysis of future staffing needs.



Stage I - Establishing staffing needs

The first stage in the employee selection process is an analysis of the work position. It helps to specify the scope of duties, the place where the work will be performed, and to provide detailed description of the position, which will specify required educational background, experience and skills necessary on a given position to ensure the most efficient work. The analysis of the job position is carried out by the HR Department.

A job advertisement contains:

- the name of the position covered by the competition;
- information about the number of available positions;
- a short description of research work, in which the candidate would have to participate;
- information on the recruitment process and selection criteria;
- information on working conditions and perspectives of professional development;
- precise requirements concerning completed higher studies, a research degree or an academic degree and specifying the research specialisation of the candidate;
- information on required application documents and the method, deadline and place for submitting the documents;
- information on the date when the competition results will be announced.

Stage II – Recruitment

The Director of the Institute, the Deputy Director for Research or the head of the organizational unit of the Institute can put forward a motion to create a research position. Employment on research positions is carried out through a competition announced by the Director of the Institute.

A competition announcement is published, e.g. on the Institute website, on the website of the Minister of Science and Higher Education in the Public Information Bulletin and on the European Commission website, in the European portal for mobile researchers (EURAXESS). The announcement is published in Polish and English versions.

Candidates can apply in Polish or English, by e-mail or using postal mail, sending documents to the address of the Institute. The application process lasts 2 months (from the day when the announcement is published).

Candidates are not required to submit original documents. Candidates applying for a given position receive feedback confirming that their application has been delivered. The candidates who have not submitted all required documents are asked to complete them within 7 calendar days.

Stage III – Selection of candidates

The selection process is carried out by the Selection Committee appointed by an order of the Director of the Institute. The Selection Committee consists of representatives of the Institute and external representatives and, if necessary, an external expert out of the research sector. The Committee carries out a score-based assessment of the candidates, using an evaluation chart divided into five thematic blocks, facilitating the assessment of:

- compliance of education, achievement/experience of the candidate with the general criteria provided in the job advertisement;
- compliance of education, achievement/experience of the candidate with the general criteria of the Institute;
- research achievements of the candidate / including publication in renown publishing houses/journals, patents;
- subject matter experience of the candidate / research and training stays
- honours, awards / experience in organizational work.

The candidates with the highest score are invited for an interview. For foreigners or disabled persons, the interview may be conducted via Skype. The interview with foreigners is conducted in English. After conducting an interview and selecting a candidate recommended for a given position, a competition report is prepared. The report signed by the members of the Selection Committee is approved by the Director of the Institute. The process ends with presenting the candidate to the Director of the Institute.

Stage IV - Announcing competition results

Competition results are published on the Institute website in the Polish and English version. Candidates applying for a given position also receive information about the strengths and weaknesses of their candidature. Each candidate is entitled to file a complaint, appealing against the results of the competition within 7 days as of the date of their publication on the website of the Institute. The complaint is submitted to the President of the Selection Committee. A model complaint is available on the Institute website.

Stage V – Induction of the candidate to work, adaptation of the employee to a new work environment

The process of selecting a new candidate ends with the introduction to the work position. This stage includes:

- referring the candidate for a pre-employment medical examination;
- instruction concerning principles of occupational health and safety;
- instruction concerning internal regulations applicable at the Institute;
- getting acquainted with work conditions;
- learning the scope of duties and organization of work;
- meeting the team.