



## **Manual on recruitment procedure for research positions in the Institute of Electron Technology**



1. The employment of a researcher is preceded by a recruitment and selection process, which is conducted in the form of a competition.
2. The decision about initiating the hiring process and announcing the competition is taken by the Director.
3. A job announcement is posted at the website of the Institute as well as externally at the website of the Minister responsible for science, in the Public Information Bulletin. The position openings are also posted at the European Commission website in the European Researcher's Mobility Portal, which is a portal for career opportunities for researchers, offering information about research job vacancies.
4. An announcement concerning the open position includes:
  - 1) Position title, followed by the description of duties and responsibilities of the job and a concise depiction of the area or subject matter for research;
  - 2) Educational requirements;
  - 3) Documents to submit with a job application. A candidate is required to hand in the following documents:
    - a) Resume,
    - b) Official copies of the documents confirming education and academic degrees (higher education diploma, doctoral and postdoctoral degree diploma, or diploma confirming Professor's title),
    - c) Copy of a document certifying the identity of a job applicant,
    - d) Account of scientific achievements and accomplishments, with a special focus on publications, patents and participation in research projects,
    - e) Character reference signed by two researchers with a scientific title or a postdoctoral degree,
    - f) Statement confirming the applicant's full public rights and statement of unpunishability for the crimes committed intentionally or intentional fiscal offence,
    - g) Declaration of consent for having personal data processed for recruitment purposes,
    - h) Declaration of acceptance of the competition terms and conditions.
  - 4) Procedure and deadlines for submitting the documents;
  - 5) Information on the date of the announcement of the competition results.
5. The recruitment process is carried out by a selection board (committee).
6. Immediately after the expiry of the submission deadline, the selection board screens the applications and makes an assessment with regard to formal requirements. In justified cases the committee may request the applicant to remove the formal defects and provide the missing documents.
7. After performing the above steps, the selection committee takes a decision on conducting interviews with the chosen candidates. During an interview the committee verifies an applicant's qualifications and skills and assesses their suitability to perform the duties described in the vacancy announcement.

8. The selection board may adopt a resolution by which a candidate could be requested to hold a seminar in order to present his or her research findings to the public.
9. The selection committee prepares a score-based assessment in accordance with the results of the evaluation questionnaire. Each committee member evaluates a candidate by assigning them a certain number of points for each criterion specified in the questionnaire. The resolutions are adopted by secret ballot by the absolute majority of votes.
10. Upon completion of the competition procedure, the selection committee shall draw up and put forward for the consideration of the Director the proposal of hiring the selected candidate.
11. As the next step, the qualifications of the selected finalist shall be subject to an opinion of the Scientific Council of the Institute.
12. The final hiring decision is made by the Director of the Institute.
13. The candidate is entitled to become acquainted with the contents of the resolutions and protocols of the selection committee as well as an opinion on his or her employment in the institute.

Contact details:

Deputy Director for Scientific Affairs

tel.: (+48) 22 5487848

The Office of Deputy Director for Scientific Affairs tel.: (+48) 22 5487849