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**Procedure and principles of Open, Transparent and Merit-based Recruitment (OTM-R) process of Researchers at the Nencki Institute of Experimental Biology PAS**

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# Part I

## Introduction

Nencki Institute is currently the largest non-university biological research center in Poland. The Institute is committed to generating, disseminating, and preserving biological knowledge to meet Polish society's contemporary challenges. The institute's high quality of externally funded research, excellent publication record, and strong international links place The Nencki Institute among the leading biological institutions of Central and Eastern Europe.

The Nencki Institute is the first research institution in Poland to be awarded the prestigious HR Excellence in Research badge. This badge signifies that the Nencki Institute complies with the guidelines of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

The Nencki Institute of Experimental Biology PAS established recruitment procedures that are open, efficient, transparent, supportive, internationally comparable, and tailored to the type of positions advertised.

OTM-R policy (Open, Transparent and Merit-based Recruitment for Researchers) is being considered as a complementation to document known as *Uchwała Rady Naukowej Instytutu Nenckiego z dnia 26 lutego 2016r. dotycząca określenia sposobu I trybu przeprowadzania konkursów na stanowiska naukowe,* which was established according to Polish Academy of Science regulations (**attachment no. 1**). In the indicated document include specific criteria and knowledge which should be known by candidates for the science positions at the Nencki Institute.

Recruitment for doctoral studies at the Nencki Institute of Experimental Biology is conducted by the doctoral studies terms and conditions and with the principles stipulated in this document.

The present document describes in detail information about the individual elements of the recruitment process such as:

* job advertisement and receiving applications
* selection committees
* selection of the candidate: analysis of submitted documents
* screening and interviewing
* preparation of a report / memo from the recruitment procedure conducted
* making a decision about employment
* feedback
* complaints mechanism

## ****Job advertisement and receiving applications****

The Nencki Institute takes care that advertisements give a broad description of the knowledge and competencies required, and should not be so specialized as to discourage suitable applicants. It also presents a description of the working conditions and entitlements, including career development prospects.

Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects.

The time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic, i.e. enabling the interested candidates to prepare the required documentation and mail it.

At the first stage, the Head of Unit / Grant submits a *request to initiate the recruitment process* (**attachment no. 2**) on the basis of which is formed a job advertisement.
The job advertisement (**attachment no. 3**) includes the following information concerning:

* organizational and recruiting unit
* job title, specifications and starting date
* researcher career profiles (R1-R4)[[1]](#footnote-2) with the respective 'required' and 'desirable'

competencies

* selection criteria including knowledge and professional experience
* number of available positions
* working conditions, workplace, entitlements (salary, other benefits, etc.),
* type of contract
* professional development opportunities
* the application procedure and deadline
* contact details

If required, the application deadline is a minimum of two weeks from the publication date and takes account of holiday periods. All vacancies are published on the Nencki Institute career website <http://en.nencki.gov.pl/job> (English and Polish language), EURAXESS <https://euraxess.ec.europa.eu/jobs/search>, and (if required) website of the Polish National Science Center <https://www.ncn.gov.pl/baza-ofert/> and the Polish Ministry of Science and Higher Education <http://www.bip.nauka.gov.pl/nabor-kandydatow-do-jednostek-podleglych-pan-oraz-instytutow-badawczych/>

All applicants, who meet the formal requirements are receiving an e-mail acknowledging that their application has been received and are provided with further information on the recruitment process, indicating the next steps and including an indicative timetable (interview period, appointment date).

It is important for the Nencki Institute to allow sufficient time before the interview for external candidates to make the necessary travel arrangements and prepare properly for the interview. If there are subsequently significant changes or delays to this process, all applicants are duly and timely informed by (a standard) e-mail.

## ****Selection committees****

The selection committees at the Nencki Institute are characterized by diverse specialist knowledge and competencies. Whenever possible and feasible, the members are appointed with the view to maintain gender balance and a variety of represented scientific disciplines. The criteria of multi-nationality and experience suitable for assessing candidates are also used.

The selection committees are independent, members are not in any conflict of interest and the decisions are objective and evidence-based. Members of the committee are diversely selected and in order to achieve this, the following criteria are applied::

* a minimum of 3 members,
* gender balance, e.g., not less than one-third of one gender in the committee,
* including at least one expert from various units of the Nencki Institute in all external committees.
* inclusion of international experts, who should be proficient in the language(s) in which the process will be conducted,

the committee must include members who display experience, qualifications and competencies in the field in which a candidate is assessed.

**Selection of the candidate**

Candidates submit the following application documents:

* an academic *curriculum vitae* and a list of publications,
* a cover letter,
* diplomas corroborating qualifications,
* course completion certificates,
* references and credentials from previous employers and/or science mentors or co-workers

The Selection Committee reviews all submitted applications in substantive and formal terms. Particular attention is paid to the following while analyzing the documents:

* candidate’s educational background,
* career path,
* experience in a particular area, including publications,
* qualifications (courses, diplomas),
* position change frequency.

The Nencki Institute abides by the provisions of the Labour Code, particularly Article 183a Section 1, which stipulates that “employees shall be treated on equal terms about employment and termination thereof, conditions of employment, promotion, and access to training so as to improve professional qualifications, particularly in terms of gender, age, disability, race, religion, nationality, political views, trade union affiliation, ethnicity, religion, sexual orientation, as well as irrespective of definite or indefinite, full-time or part-time employment”.

The non-discrimination principle is respected at each and every recruitment stage - from posting a job advertisement through employment, the duration of employment and its termination. Employees are treated equally and reasonably without any differences at every stage.

Once the documentation has been analyzed, preliminary selection ensues, in the course of which candidates are divided into two groups: intended for further recruitment (so-called short-list) and rejected.

## ****Interviewing and decision about employment****

Appropriate prior preparation is the cornerstone of a professionally conducted job interview. Prior to the interview, the members of the Selection Committee carefully review a candidate’s CV highlighting every item of particular interest according to our requirements, including issues that raise our doubts. The Selection Committee, if possible, sees to it that the job interviews have a structure planned in advance. Questions asked during a job interview must always refer to particular circumstances, actions, or examples. The Institute sees to it that both its offer and the requirements posed for candidates are attractive.

The selection of candidates is open, competitive and non-discriminatory. All candidates should be treated equally and in the same way. Article 221 Section 1 of the Labour Code stipulates which information an employer may require of a candidate, that is: name(s) and surname, date of birth, residence (mailing) address, education and career path to date. A recruiter may not ask about such personal information as: marital status, parenthood plans, religion, diseases, etc.

A job interview typically comprises a preliminary presentation prepared by the candidate (e.g. a presentation of recent / current research, plans as to performing the tasks at the position offered) and a conversation with the Commission members.

During the Selection process, the entire professional experience of a candidate is taken into consideration. It is also based on a wide array of criteria. Depending on the specific profile of the post, the selection committee can judge:

* ability to obtain funding;
* experience in research project management / organizational skills and experience;
* being predisposed to lead and mentor;
* teamwork;
* research performance;
* international portfolio (mobility is an important element of the academic career. The Nencki Institute highly appreciates such experience in the process of selection of candidates and internal promotions;
* creativity and a degree of independence;
* knowledge transfer and exchange;
* language skills;
* consistency of expression.

## ****Preparation of a report****

Having completed interviews with candidates, discussed and voted on each/particular candidate, the committee shall reach a decision regarding recommending the candidate to be hired or refusing such recommendation. The committee shall draft a report after each interview (**attachment no. 4**) to which candidate assessment questionnaires (**attachment no. 5**) shall be appended.

Information about recruitment and its results is available on the Institute’s website at <http://www.nencki.gov.pl/praca>.

## ****Feedback****

Information regarding recruitment discontinuation is sent to all candidates meeting the formal requirements. Extending thanks for participating in the recruitment is a rule which ought to be always observed. An e-mail to every candidate is a token of respect to those who spent their time contacting the Institute.

Feedback is drafted on the basis of the candidate assessment questionnaire and includes information regarding the maximum number of points scored by an individual (individuals) recommended for hiring.

Refusal is received by candidates who were not short-listed, which is determined after interviews. Each candidate is treated individually and in the event of a refusal, their strengths and areas of expertise are highlighted which may not necessarily be aligned with the Nencki Institute’s interests.

A refusal is a pointer that supports a candidate in developing particular skills and competencies and also makes it easier for them to seek employment in a different research area.

Candidates who are turned down may feel that they are being treated professionally and their frustration brought about by the refusal is minimized because such a decision is explained. Such a manner of building relations with candidates and creating the Nencki Institute image is deemed beneficial in terms of employer branding.

## ****Complaints mechanism****

The Nencki Institute has established a typical procedure to deal with complaints made by applicants who believe that they have been treated negligently, unfairly or incorrectly. Every candidate who is not satisfied with the result of the recruitment decision and has claims about the evaluation made by the committees, may complain to the Institute's Director for the not awarding of a choice. Each case is considered individually.

# Part II

## ****Guidelines for Selection Committees****

The selection committee plays a vital role in recruiting, evaluating, and recommending the most qualified candidates for employment by the Nencki Institute. Selection committee members are often the first Nencki Institute employees that a candidate will meet. Each member has an opportunity to represent The Nencki Institute as a diverse and welcoming community while following the Institute's policies and procedures.

### Composition of the Selection Committee

Under the Resolution of the Science Council of the Nencki Institute dated February 26, 2016, on the Designation of the Manner and Mode of Recruiting for Scientific Positions, the Selection Committee shall comprise at least three members. They are from time to time appointed by the Director of the Nencki Institute. This shall also apply to appointing the president of the committee. The committee shall have the following obligatory members: the Director of the Nencki Institute or their representative, the president of the Science Council or their representative and the head of an organizational unit or any other individual appointed by them. In the event of non-science positions, the committee shall be appointed by a head of a grant or a head of a unit seeking an employee.

The structure of search committees will vary among departments, laboratories and offices, depending upon the position to be filled. The composition of a search committee is key to a broad search and the committee should:

* Include individuals with different backgrounds, perspectives, and expertise,
* Include individuals with knowledge of the substantive area and the technical expertise to effectively evaluate candidates’ qualifications.

### Committee Membership

If a committee member knows a candidate or there is a conflict of interest between them, the member is obliged to:

* notify the president of the committee and the remainder of its members of the nature of the relationship; and
* if they are unable to conduct an objective and fair candidate selection, recuse themselves from the commission; or
* following the president’s approval and that of the remaining committee members, refrain from assessing and participating in the interview with the candidate whom they know.

Information regarding what transpired will be duly noted in the commission proceedings report.

### Committee Responsibilities

A selection committee is responsible for recruiting for the position, evaluating applicants, participating in the interview process, and recommending finalists. Members should be available to participate fully and consistently in the entire process and to perform duties as assigned by the selection chair.

### Confidentiality

Members of a selection committee need to maintain a strict level of confidentiality to protect the privacy of the candidates and to preserve the integrity of the whole search process. Each committee member is obliged to keep any information obtained in the course of the recruitment process in strict confidence and to refrain from disclosing any information regarding said recruitment to any individual who is not a committee member.

### Recruitment

Selection committees are responsible for fulfilling the Institute’s requirement to demonstrate “good faith efforts” to diversify the applicant pool by proactively and aggressively recruiting for all open positions. A recruitment plan should include strategies for attracting a diverse and qualified pool of applicants.

All selection committee members should be actively engaged in executing the recruitment plan, including utilizing professional contacts, engaging in formal and informal networking, utilizing non‐traditional advertising such as online publications, discussing the position among members of relevant membership in professional organizations, and attending conferences.

Selection committee members also should be aware of recruitment goals for the position in order to determine recruitment strategies and sources to attract applicants from these underrepresented races and gender groups.

### Applicant Evaluation

Members should discuss and agree on the criteria to be used in evaluating each qualification prior to reviewing application materials. While assessing the received applications, the committee members may only take into consideration the previously defined requirements. All applicants must be objectively screened against the same criteria

There is no rule regarding the number of candidates a search committee must interview. Only candidates meeting or exceeding minimum qualifications should be ranked as an “Interview invited”.

### Assumptions in Candidate Evaluation

The evaluation of applicants should be objective and equitable, based solely on the qualifications in the job description/advertisement and the quality of the application materials.

Good practices to counterbalance the effects of inherent bias include:

* Learning about research on biases and assumptions and striving to minimize their influence on the evaluation of candidates;
* Developing criteria for evaluating candidates and applying them consistently to all applicants;
* Spending sufficient time evaluating each applicant;
* Evaluating each candidate’s entire application and not depending too heavily on only one element, such as the prestige of the degree‐granting institution or postdoctoral program or the letters of recommendation;
* Explaining the decision for rejecting or retaining a candidate based on evidence in the candidate’s file as related to the qualifications;
* periodically assessing the committee decisions to determine whether underrepresented groups are considered for positions at the Institute and whether prejudices and assumptions may have a bearing on the decisions.

### Interviews

All members of the committee shall participate in all interviews[[2]](#footnote-3), so as to objectively and consistently assess each candidate. Prior to conducting each interview, all members of the committee ought to discuss the goal(s) of the interview, principal issues and areas that are to be addressed in the course of the interview, its plan and arrangements regarding each candidate. Questions asked during the interview must refer to work and be instrumental in determining qualifications for the position.

Committees should develop a core set of questions for all applicants. Such questions ought to require exhaustive answers so as to be able to ascertain the qualifications of candidates and compare them objectively. In order to ensure fair recruitment, the interviews ought to be consistent, so that the candidates have an equal opportunity to present themselves. The members of the committee must be made aware that certain questions are illegal and must not be asked during the interview.

Everyone participating in the interview process should be made aware of inappropriate topics and questions[[3]](#footnote-4). Also, one should bear in mind that the same questions that are inappropriate or unlawful during a formal interview are also inappropriate and unlawful in a social or less formal interview session with an applicant.

### Recommendation of Final Candidates

While assessing a candidate, the members of the selection committee shall use the „candidate assessment questionnaire” form **(attachment no. 5)** which describes and standardizes the scope and model of candidate assessment.

In the report **(attachment no. 4),** following the conclusion of the interview stage, the committee ought to indicate a candidate(s) recommended to the Director of the Nencki Institute for hiring. Depending on the guidelines for the committee, the recommendation may be in the form of a ranking list and may include explanations regarding each candidate’s strengths and weaknesses in terms of the qualifications for a particular position.

The candidates who were not selected ought to be notified of this fact as soon as such decision is made, if possible, prior to the conclusion of the recruitment process.

Candidates from the ranking list recommended to possibly be hired are notified of the refusal as soon as the offer is officially accepted by the highest scoring candidate.

## ****Guidelines for R1 and R2 candidates - interviews****

**R1 First Stage Researcher** (Researchers doing research under supervision up to the point of a PhD or equivalent level of competence and experience)
**R2 Recognized Researcher** (Researchers with a PhD or equivalent level of competence and experience who have not yet established a significant level of independence in developing their research, attracting funding, or leading a research group) (Attachment no. 6)

Try to conduct a mock interview answering typical questions and obtaining pointers on how to answer.

### **What desired skills should scientists have?**

Although by no means exhaustive, the list below may roughly indicate the skills and competences sought after by employers conducting interviews for scientific positions.

1. Reliability - in-depth acknowledgment of the situation using available resources guaranteeing credibility of presented data, facts and information.
2. Timeliness - attention to meeting deadlines specified in the regulations regarding the tasks at hand. Completing tasks within the timeframe specified by the superior. Completing tasks in a timely fashion.
3. Work planning and organization - planning activities and organizing work in order to complete the tasks. Precise identification of goals, scopes of responsibility and timeframes. Setting priorities, efficient time management, creating detailed and feasible short- and long-term plans.
4. Ethical attitude - completing tasks in an academically honest and unquestionable fashion. Attention to flawless reputation. Abiding by professional code of ethics.
5. Expert knowledge - knowledge of a certain field which guarantees appropriate meritorical level of the tasks at hand.
6. Familiarity with equipment - appropriate knowledge and skills necessary to use the laboratory equipment.
7. Knowledge of a foreign language - knowledge of English and other foreign languages commensurate with the tasks at hand, allowing for:

- reading and understanding documents,

- drafting documents,

- understanding others,

- speaking a foreign language.

1. Development orientation and improving qualifications - ability and proclivity to learn, supplement knowledge and improve qualifications so as to always have up-to-date knowledge, participation in training sessions, seminars and workshops, etc.
2. Verbal communication - formulating utterances so that they are understood using: speaking in a concise, clear and precise manner,
adjusting style, language and content of utterances to the audience,
giving exhaustive and substantive answers to difficult questions, using appropriate terminology required by the task/work at hand.
3. Teamwork skills - working in a team, particularly: assisting and advising colleagues if need be, understanding the objective and benefits arising from teamwork, cooperation rather than rivalry among team members, making constructive requests improving teamwork, attentive listening, and commending trust.
4. Independence - ability to independently search and obtain information, draw conclusions and suggest solutions to complete the task at hand.
5. Initiative, ability and willingness to identify areas that may require changes and reporting those, initiating action, taking responsibility for it, openly discussing problems, seeking their origins and suggesting solutions.
6. Information management - obtaining and disseminating information that may have a bearing on decision-making planning and processes, particularly: sharing information with individuals whom it may significantly help in completing their tasks, agreeing upon planned changes with those for whom they will be significant.
7. Resource management - allocating and utilization of financial and/or other resources as needed, particularly: specifying and obtaining resources,
allocating and utilizing resources in a time- and cost-efficient manner,
controlling all resources required for efficient operation.
8. Result orientation - achieving set goals, completing tasks, particularly: setting priorities, identifying critical, exceptionally difficult tasks which may have groundbreaking significance, creating tools for progress measurement, accepting responsibility while completing tasks and fulfilling obligations, understanding the necessity to solve problems and complete commenced actions.
Creativity - using skills and imagination to create new work-improving solutions, particularly: acknowledging and identifying correlations between situations, using a variety of existing solutions in order to create new, openness to changes, seeking and creating new concepts and methods, initiating or finding new possibilities and modes of operation, researching a variety of information sources, using available technical equipment, encouraging others to suggest, implement and perfect new solutions.
9. Analytical skills - skillfully posing hypotheses, drawing conclusions by analyzing and interpreting data, i.e. differentiating between relevant and irrelevant information, making systematic comparisons of various aspects, interpreting data from documents, studies and reports, applying research and data gathering procedures appropriate to the problems posed, presenting in an optimal manner the data and conclusions from analyzed surveys, applying appropriate tools and technologies (including computer applications) in order to solve a problem / task.
10. Being critical of hypotheses and results - exercising caution in interpreting data from literature and own research, regular discussions and attempts at debunking posed hypotheses by seeking counterarguments, careful selection of studies and control analyses.
11. Critical approach to hypotheses and results - caution in interpreting data from literature and own research, regular discussions and attempts at debunking the posed hypotheses by seeking counter-arguments, careful selection of studies and control analyses.

### **Preparation for the interview**

Preparation is the key ingredient for interview success. Careful planning and preparation will make sure that your interview goes smoothly and will also help to calm your nerves!

* **Research very carefully the career** area for which you are applying.
* Remind yourself **why you are interested in this career, and this employer**: enthusiasm is important.
* **Re-read your application form** as if you were the interviewer. Try and anticipate the questions they will ask. Think about **any awkward points that might be picked up on, and how you will handle them.**
* **Prepare some questions** to ask the interviewer.
* **Plan how you will get to the interview**. Leave plenty of time in case

of traffic jams or delayed trains.

* **Dress** neatly and smartly.
* Take a small, **neat notepad** and pen to write down important information the interviewer may tell you, and after the interview, the questions you were asked, so you can work out better answers to any you fluffed.
* **Research the employer** - here are some things you may be able to find out from the employer web site or via Google:
	+ What is the size of the organization?
	+ How long has it been in business?
	+ What is its profile? Think about which areas of its operations you find interesting?
	+ What sort of reputation or public image does it have?
	+ Who are its main competitors?
	+ Where is it based?
	+ What is the organizational structure like?
	+ What are its plans and prospects?
	+ What is the organizational culture?
	+ What types of training, development and appraisal are offered?

### **About your projects**

Be prepared to answer questions about your previous research projects. Attentively review your project and any material issues related to it. Ensure that you know your project, because many questions will refer to it.

* Why did you choose that particular project? What were the takeaways? What did you like the most about it? How did you complete it?
* How did you prepare the project? What did you learn from it? What would you do differently next time?
* How did you go about doing it? How did you organize your work?

### **Examples of questions you can ask the interviewer**

These are just a few ideas - you should certainly not attempt to ask them all and indeed it's best to formulate your questions tailored to your circumstances and the job you are being interviewed for. Make sure you have researched the employer carefully, so that you are not asking for information that you should be expected to know already.

* How easy is it for new graduates to find accommodation in this area?
* What is a typical career path in this job function?
* Will I be working in a team? If so, what is the make-up of these teams?
* What is the staff turnover at this organization?
* What is the degree of independence employees have in decision-making?
* What are the expectations regarding my achievements in the next several months’ timeframe?
* Will I be using foreign languages?
* What are the requirements regarding traveling / mobility?
* What is the atmosphere at the organization?
* What is your personal experience of working for this organization?

## ****Attachments****

### Attachment No. 1

**THE RESOLUTION OF THE SCIENTIFIC BOARD OF THE NENCKI INSTITUTE**

**of 26 February 2016 on specifying the manner and mode**

**of holding a competition for a scientific post**

**at the Nencki Institute of Experimental Biology of the Polish Academy of Sciences**

**Article 1**

1. Prior to hiring an employee for a scientific post at the Nencki Institute of Experimental Biology of the Polish Academy of Sciences, hereinafter referred to as the “Institute”, a competition shall be held (pursuant to Article 91, points 5 and 6 of the Act of the Polish Academy of Sciences of 30 April 2010, consolidated text – Journal of Laws of 2015, item 1082, as amended).

2. The opening of a competition for a scientific post at the Institute may take place at the request of the Head of organizational unit of the Institute or a grant submitted to the director or on the director’s initiative.

3. The request should specify the laboratory, where a person that took part in the competition shall be employed, a relevant scientific post or, possibly, the manner of financing of the post by non-statutory resources.

4. The decision on opening the competition is made by the director of the Institute.

5. The opening of the competition consists in providing information on the competition to the public by putting a notice on the website of the Public Information Bulletin of the competent minister of science as well as on the website of the Institute.

6. The information on the competition should include details concerning the post and requirements for the candidates, and specify in particular:

a) the post that is the subject of competition and the scope of obligations,

b) the organizational unit of the Institute where an employee shall be employed,

c) the requirements towards candidates,

d) the list of documents required from candidates,

e) the mode and deadline for submitting documents not shorter than thirty days from the date of opening the competition,

f) possibly, the additional requirements that stem from the character of the post which is the subject of competition,

g) the date of establishing and announcing the results of competition not later than four months from the date of its opening.

7. The necessary requirements for candidates on given scientific pots are determined in **Attachments 5 and 6** to the Rules of Scientific Board available on the website of the Institute.

8. The date for announcing the results of the competition is the date of providing such information on the website of the Public Information Bulletin of the competent minister of science.

**Article 2**

1. The selection board, hereinafter referred to as the “board” consists of at least three members.

2. The members of the board, including its chairman, are appointed, each time, by the director of the Institute. The compulsory members of the board include: the Director of the Institute or his/her representative, the Chairman of the Scientific Board or his/her representative, and the Head of the organizational unit of the Institute, or a grant, which requests the employment, or other person appointed by him/her.

**Article 3**

1. Immediately after the expiration of the deadline for submitting documents, the board shall prepare a list of candidates who fulfill the requirements specified in the notice. The board may request any candidate to supplement the particulars in submitted documents provided that the protocol summarizing the work of the board includes the information on which candidate was requested to supplement the particulars, and what was the extent of such particulars.

2. Having fulfilled the activities referred to in point 1, the board may invite the candidates who meet the requirements for a job interview. During the interview or interviews, the board shall verify the qualifications and skills of candidates as well as their fitness for the post which is the subject of competition.

3. The board shall settled the competition by a resolution with justification.

4. Having settled the competition, the board presents the recommendation of employment of a selected candidate to the director of the Institute or presents the recommendation of employment of none of the candidates.

5. The protocol concerning the activities in points 1-3 shall be prepared.

**Article 4**

The resolutions of the board are adopted in secret voting and require an absolute majority of votes.

**Article 5**

1. The decision to employ a candidate selected in the competition is made by the director of the Institute. The decision is announced on the Institute’s website.

2. All candidates shall be informed on the results of the competition by the director.

**Article 6**

The candidate is entitled to read the part of resolution and protocol of the board that relates to him/her.

**Article 7**

1. In case the competition is not settled (the candidate is not selected), the director of the Institute may open a new competition in which the candidates who took part in the previous competition may participate in this one.

2. The director of the Institute has the right to suspend the competitive process at any stage or revoke it if the circumstances justified by the interest of the Institute occur.

**Article 8**

In case of competitions for the post of a full professor and associate professor, the provisions of this resolution should apply provided that:

a) the appointment of (a titular professor) for the post of full and associate professors is made by the Chairman of the Polish Academy of Sciences at the request of the director of the Institute after receiving the opinion of the Scientific Board,

b) Only a person with the academic title of professor and holding the post of a full professor may be the chairman of the board. Moreover, the majority of the selection board should consist of people holding the post of a full or associate professor who represents the same scientific specialization or similar to the one the competition refers to.

**Article 9**

The competitions are not opened in cases specified in Article 91, point 6 of the Act on the Polish Academy of Sciences of 30 April 2010 (consolidated text – Journal of Laws of 2015, item 1082, as amended).

**Article 10**

The resolution enters into force on the day it is adopted by the Scientific Board of the Institute.

**Appendix 5**

**To the Regulations of the Scientific Council of the Nencki Institute**

approved at the meeting on June 26, 2020.

**Principles of personnel policy - guidelines for the Presidium of the Scientific Council**

I. Employment in a scientific position is preceded by an open competition, the rules of which are set forth in the RESOLUTION OF THE SCIENTIFIC COUNCIL OF THE NENCKI INSTITUTE of February 26, 2016 concerning the manner and procedure for holding competitions for scientific positions at the M. Nencki Institute of Experimental Biology of the Polish Academy of Sciences.

II. Employment for scientific positions applies to persons not previously employed at the Institute in scientific positions (including employees of the Institute employed in technical or research and technical positions).

III. The Director of the Institute shall present the opinion of the selection committee to the Scientific Council; the decision on employment in a scientific position shall be made by the Director based on the positive opinion of the Scientific Council.

IV. Applications for promotion to a scientific position are submitted by the supervisor to the Director of the Institute, who forwards them to the Scientific Council for its opinion. A detailed analysis of the applications is carried out by its Presidium on behalf of the Council.

The decision to promote to a scientific position is made by the Director based on the positive opinion of the Scientific Council.

V. Criteria for employment in scientific positions:

1. **assistant**: applies to persons with at least a master's degree, master's degree in engineering or equivalent.

Resumes and scientific achievements are evaluated, as well as suitability for a particular team or Institute (e.g., mastery of a new method). In the case of hiring under research grants, the opinion of the head of the respective project is important.

2. **assistant professor**: persons with at least a doctoral degree.

In addition to a CV and a significant publication record (a minimum of 6 publications with IF) and a long-term post-doctoral fellowship, the candidate should present a research plan, attach an opinion from the Head of the Laboratory including an assessment of the candidate's scientific independence. In the case of hiring under research grants, the opinion of the head of the respective project is important.

3. **professor of the Nencki Institute of the Polish Academy of Sciences:** persons with a postdoctoral degree (in the case of outsiders, it can also be a person with a professor's degree).

Promotions may include:

a. A postdoctoral researcher in charge of a research laboratory, holding the position of Director or Deputy Director for Scientific Affairs;

b. a postdoctoral fellow without a management position. In this case, the question of promotion is subject to the opinion of the Scientific Activities Committee of the Scientific Council of the Nencki Institute, which, based on a written request with an attached CV, addressed to the Director of the Institute, will take into account whether the Candidate:

1. promoted ( promoter) to Ph,

2. whether it is recognized/recognized by the international scientific community,

3. has he/she cleared a grant and is he/she currently managing a grant involving at least one contractor?

The Commission will also take into account the achievements of the Candidate for the position of Professor at the Nencki Institute in the field of organization of science and popularization of knowledge.

The Commission may consult external experts.

In the case of hiring new people, the opinion of the selection committee is required, based on the CV, publication record, ability to win and clear research grants, experience in training research staff (promotion of at least one PhD) and at least two reviews (domestic or foreign) confirming the candidate's creative scientific independence and ability to efficiently direct research work.

4. **professor**: persons with the title of professor

a. in the case of persons who have been awarded the title of professor and have met the recommendations of the Scientific Council detailed in Appendix 6 to the Regulations of the Scientific Council, the Council may request the Director of the Institute to apply to the President of the PAS to establish an employment contract in the form of appointment.

b. in the case of new hires, the decision on the type of employment (employment contract or appointment) is at the discretion of the Directorate; a positive opinion of the Academic Council is required.

In the case of persons employed under a contract of employment, the question of obtaining an appointment will be considered on a case-by-case basis by the Presidium of the Academic Council.

VI. **After the defense of the doctoral thesis** performed at the Institute, it is possible to employ former doctoral students for a period of one year in the form determined by the Institute's Directorate. The application for employment should include the candidate's full CV and the opinion of his/her supervisor. Employment may be extended up to 6 years (not including periods of long-term sick leave and parental leave), including doctoral studies.

**Appendix 6**

**to the Regulations of the Scientific Council of the** Nencki **Institute**

Approved at a meeting on October 8, 2021.

**Recommendations when applying for a professorship**

The Scientific Council of the Nencki Institute proposes additional statutory

recommendations for applicants for professorships:

1. participate at least twice as a supervisor in a conduct PhD degree completion;

2. after habilitation, authorship, or co-authorship of at least 12 impact publications, including, at least, the 6 from the top quarter of the Philadelphia list according to the current 5-year IF rate;

3. having in the general scientific output, at least 10 papers from the top quarter of the Philadelphia list according to the current 5-year IF factor;

4. have at least 100 citations of papers of general output, excluding self-citations;

5. having organizational achievements on a scale beyond the Institute.

In exceptional cases, e.g., those conducting research in a narrow but valuable area of the Institute subject matter, when applying for the position of professor, it is allowed to depart from certain elements of the above recommendations (provided that the requirements are met statutory).

### Bez tytułu.pngAttachment No. 2



……………….. dated .........................

.....................................................

 */name and surname of department / laboratory head/*

*………………………………………*

*/department name/*

MOTION

TO COMMENCE RECRUITMENT

I move to commencing recruitment for the position of:

at the department / laboratory of:

Career stage (R1-R4)

Suggested employment date:

Agreement type:

Gross remuneration:

Funding source:

In the event of creating a new position, the following substantiates the recruitment motion:

..........................................................................................................................................................................................................................................................................................................

.....................................................................................................................................................

....................................................

*/SIGNATURE OF THE PERSON FILING/*

### Attachment no. 3



**The Nencki Institute of Experimental Biology PAS is seeking.
a candidate/candidates for the position of:**

**………………………………..**

Number of available positions:

Place of work:

Researcher career profiles (R1-R4):
Field of science (e.g. biology):

Type of recruitment (e.g. NCN Sonata, NCBiR, etc.):

Requirements:

 - education

 - professional experience

 - skills

 - competencies (including "desirable")

Scope of tasks (including project description - of required):

Employment conditions / We offer:

 - type of contract (employment agreement, civil law agreement, doctoral studies, master studies, etc.)

 - duration of contract (trial period, definite time, indefinite time)

 - commencement of employment

 - information regarding professional development opportunities

 - perks and benefits (medical insurance, sports card, social fund)

Application procedure and deadline/application manner
Required documents (CV, scientific achievements, cover letter, diplomas, employment certificates, certificates, credentials):

Keywords (for postings published by the Ministry of Science and Higher Education):

Contact information:

Link to website

Personal information protection clauses to be included in application documents

### Bez tytułuAttachment no. 4



**SELECTION COMMITTEE REPORT**

Recruitment for the position of:

Selection committee in the panel (*in the event of external members, please specify affiliation*):

1. (President)

Session date:

Number of candidates applying:

List of candidates meeting the formal requirements[[4]](#footnote-5):

Candidate(s) assessment - see Assessment Questionnaire:

Recommended candidate(s):

...................................................

/SIGNATURE OF SELECTION COMMITTEE PRESIDENT/

Drafted by: ....................................................

Attachment to report:

1. Ballot cards/candidate assessment questionnaires
2. Applications of recommended candidates

### Attachment No. 5

****



**CANDIDATE ASSESSMENT QUESTIONNAIRE**
 **JOB INTERVIEW**

 ……………………………………………

 Position

**...........................................................**

Candidate name and surname

Scale:

*4 - exceptional / far exceeding requirements*

*3 - very good/above requirements*

*2 - good / meeting requirements*

*1 - weak / below requirements*

*0 - lacking / far below requirements*

1. **Merit-based preparation assessment**

|  |  |
| --- | --- |
|  | education in accordance with the requirements for the position |
|  | familiarity with the scope of operations of the team which the candidate is to join |
|  | familiarity with the tasks at a given position |
|  | professional experience, including experience in a similar position  |
|  | academic achievements, including publications in renowned academic periodicals:1. outstanding achievements;
2. very good achievements;
3. good achievements;
4. weak achievements;
5. no achievements;
 |
|  | distinctions arising from conducting academic research, scholarships, accolades and academic experience outside *alma mater*, domestically or abroad, workshops and academic training, participation in research projects: 1. outstanding achievements (i.a. internships at leading foreign research centres, prestigious awards or international accolades, workshops or training at leading research centres, participation in international or foreign projects);
2. significant achievements (internships at good domestic or foreign centres, national accolades and awards, international or domestic workshops and training, participation in international or domestic projects);
3. moderate achievements (local accolades or awards, workshops or training, participation in university projects);
4. weak achievements;
5. no achievements.
 |
|  | level of research in terms of merit: 1. research at an excellent level, obtained results are / may be published in worldwide publications/periodicals associated with the Web of Science (WoS) database or European Reference Index for the Humanities (ERIH) list;
2. research at a very good level, obtained results are / may be published in mainstream publications/periodicals for the field, part of which is associated with the Web of Science (WoS) database or European Reference Index for the Humanities (ERIH) list;
3. research at a good level, obtained results are / may be published in specialist publications/periodicals;
4. research at a mediocre level, obtained results are / may be published in local publications/periodicals;
5. research at a weak level, with little chance for result publication.
 |

1. **Subject and correctness of provided answers**

|  |  |
| --- | --- |
|  | answering questions adequately |
|  | elaboration - examples referring to the candidate’s experience, presentation of own views and concepts |
|  | expressing opinions clearly and understandably |
|  | using the nomenclature required at a given position |

1. **Ability to present oneself**

|  |  |
| --- | --- |
|  | general impression |
|  | preparation for the interview |
|  | communication skills |
|  | relationship building skills |
|  | presenting one’s motivation to apply for the position |

1. **Total points scored**……………….

**Warsaw, dated** …………………………………..

### Attachment No. 6

Classification of activities profile at each of the four stages of a scientific career.

**First Stage Researcher (R1) (Researchers doing research under supervision up to the point of a PhD or equivalent level of competence and experience)**

This profile concerns individuals conducting supervised research.

**Necessary competencies:**

* strives to expand knowledge of research methodology and scientific disciplines
* has sufficient knowledge and understanding of their field
* can prepare data under the supervision
* can conduct critical analysis, assessment and synthesis of new and complex ideas
* can present research results (and emphasize their significance)

**Desired competencies:**

* has general language skills, and can communicate in social, especially international, contexts

**Recognized Researcher (R2) (Researchers with a PhD or equivalent level of competence and experience who have not yet established a significant level of independence in developing their research, attracting funding, or leading a research group)**

This profile concerns individuals who are not fully independent scientists.

**Necessary competencies:**

* has systematic knowledge of a particular field of study and research skills and methods related to it
* can develop concepts, design, execute, and adjust research according to the principles of scientific integrity
* makes own contributions in the form of original research which expands knowledge by developing ample material, innovation of which part deserves publication domestically or abroad, a patent
* can conduct critical analysis, assessment and synthesis of new and complex ideas
can present research results (and emphasize their significance) to colleagues and wider audiences take responsibility for furthering own career, set real and feasible professional goals, identify and develop ways of improving employment opportunities
* co-authors articles presented at conferences

**Desired competencies:**

* understand current trends in a given field and in related sectors
* understand the significance and importance of their research work to the products and services in a given field and other related sectors
* can present their expert knowledge and skills to a wider audience and the society in general
* should be able to contribute, as part of their scientific and professional work, to technological, social and cultural progress in a knowledge-based society
* is a mentor for R1 researchers, efficiently supports their research and development work

**Established Researcher (R3) (Researchers with a PhD or equivalent level of competence and experience who can independently develop their own research, attract funding, and lead a research group)**

This group includes scientists who have attained a level of independence.

**Necessary competencies:**

All the previously mentioned competencies of R2 researchers and:

* has an established position within the scientific and professional community
* contributes significantly to knowledge development and scientific research by cooperating
* formulates research issues and identifies opportunities within their specialization
* designates appropriate research methodology
* independently conducts research which contributes to research development
* plays a leading role in completing joint research projects in cooperation with project colleagues and partners
* is the main author of publications
* organizes conferences
* is a mentor for R1 researchers, efficiently supports their research and development work

**Desired competencies:**

* skillfully presents scientific research and its results to the scientific community and the society in general
* establishes cooperation with appropriate research and development groups in a given field
* has an innovative approach to research
* may establish scientific groups and obtain funding/means to develop research
* is committed to developing the career and mentoring other employees.

**Leading Researcher (R4**) **(Researchers with a PhD or equivalent level of competence and experience recognized as leading their research field by their peers)**

This group may include: heads of research groups or heads of research and development laboratories in a given field. In the case of certain disciplines, by way of an exception, it may also include independent researchers.

**Necessary competencies:**

All the previously mentioned competencies of R3 researchers and:

* is internationally renowned and esteemed due to extraordinary scientific achievements in their field
* can critically assess specifying and conducting scientific research
* makes significant (groundbreaking) contributions to the development of a certain field or an entire array of fields
* knows the strategic development vision of their research sector
* sees the effects and possibilities of a broader application of own research results
* publishes and presents articles and books that significantly contribute to professional development, sits on organizational committees of conferences and appears as a guest lecturer
* is a mentor for R1 researchers, efficiently supports their research and development work

**Desired competencies:**

* is an expert in the realm of managing and conducting research projects
* has special skills in the realm of managing subordinates and their professional development
* has documented achievements in the realm of obtaining research funding
* apart from cooperating and team building, focuses on long-term planning (e.g. career paths of scientists and obtaining funding for the team)
* has communication skills for establishing relations within and outside the research community
* can create an innovative environment conducive to research

Contact information

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Agnieszka Dobrzyń** Director of the Institute**Phone:** [22 589 22 07][dyrekcja@nencki.edu.pl] |  | **Urszula Sławińska**HR Excellence in Research Coordinator**Phone:** [22 589 23 05][u.slawinska@nencki.edu.pl] |
|  |  |  |  |
|  | **Urszula Dziewulska**HR Manager**Phone:** [22 589 23 35][u.dziewulska@nencki.edu.pl] |  |  |

1. **R1 First Stage Researcher** (Researchers doing research under supervision up to the point of a PhD or equivalent level of competence and experience.)

**R2 Recognized Researcher** (Researchers with a PhD or equivalent level of competence and experience who have not yet established a significant level of independence in developing their own research, attracting funding, or leading a research group.)

**R3 Established Researcher** (Researchers with a PhD or equivalent level of competence and experience who can independently develop their own research, attract funding, and lead a research group.)

**R4 Leading Researcher** (Researchers with a PhD or equivalent level of competence and experience who are recognized as leading their research field by their peers.) [↑](#footnote-ref-2)
2. Barring the situations referred to in the committee proceedings report and pertaining to a private relationship of a committee member with a candidate and/or a conflict of interests. [↑](#footnote-ref-3)
3. Article 22 Section 1 of the Labour Code stipulates which information an employer may require of a candidate, i.e.: name(s), surname, date of birth, residence address (mailing address), education and course of career to date. A recruiter may not ask personal questions regarding, e.g. marital status, family planning, religious views, diseases, etc. [↑](#footnote-ref-4)
4. In the event that no candidates meet the formal requirements, the president of the selection committee shall discontinue the recruitment, draft a report and forthwith notify the body announcing recruitment about the results of the preliminary qualification procedure. [↑](#footnote-ref-5)