

# Open, Transparent and Merit-based Recruitment of Researchers (OTM-R) 2020



HR EXCELLENCE IN RESEARCH



# Introduction

University of Applied Sciences Technikum Wien supports the European Charter for Researchers initiative along with the Code of Conduct for the Recruitment of Researchers and works to implement the principles of these documents within the framework of the European Commission's Human Resources Strategy for Researchers (HRS4R) process.

Since May 2015, UAS Technikum Wien has been the first university of applied sciences in Austria to be allowed to use the logo "HR Excellence in Research" and is consistently focused on implementing and refining the HR strategy for researchers.

HRS4R and UAS Technikum Wien are particularly interested in applying the principles and requirements for "Open, Transparent and Merit-based Recruitment (OTM-R)". UAS Technikum Wien first adopted a recruitment process for R&D personnel back in 2016.

The present OTM-R Policy replaces this document and set out the process how new or replacement R&D positions are filled at UAS Technikum Wien. It outlines the process of recruiting R&D personnel in a chronological order, from the call for applications to the decision-making phase, and is closely linked to the career path for researchers.

# Definitions

There are three phases in the recruitment process for R&D employees,

- Call for applications and the application phase
- Evaluation and selection phase
- Decision-making phase

The following positions for researchers are advertised (see career path for researchers)

- Junior Lecturer/Researcher
- Lecturer/Researcher
- Senior Lecturer/Researcher

R&D recruitment refers to calls for applications made to satisfy personnel needs stemming from research activities (e.g. from a funded R&D project).

While the call for applications and application phase, together with the decision-making phase at UAS Technikum Wien is centrally managed by the HR department to a large extent, the evaluation and selection phase is carried out decentrally in the respective departments with different underlying conditions. Work to gradually improve the process is ongoing. There are plans to introduce an IT-based recruitment tool, through which individual internal processes can be adapted on a step-by-step basis. What is of primary importance throughout the entire process, in addition to the statutes and internal policies of UAS Technikum Wien, are the requirements stipulated by the funding body and details in the application for funding.

## Call for applications and the application phase

1. **Determine personnel requirements:** The need and scope for new/replacement R&D personnel are first clarified between the heads of the head of the department/faculty, heads of competence field (where applicable), project management, R&D focus officer and the research organization & project service team. Personnel needs are reported to the HR Business Partners, with specific requirements of the respective position (CAN/MUST criteria) being clarified. Personnel needs are coordinated and finalized in the course of regular meetings between the heads of departments and faculties. The HR Business Partners coordinate the new appointment/replacement of employees with the management.
2. **Preparation of the call for applications:** The HR Business Partners work in close cooperation with the management and the heads of departments on an ongoing basis to provide templates and checklists for the recruitment process. Text modules for calls for applications based on the job profiles of the UAS-wide career scheme and on the career path for researchers are available. The call for

applications is prepared by the HR-Business Partners, with finalization then being carried out in close coordination with the head of the department and other involved parties (see item 1).

3. **Making the call for applications:** Any vacancies that are not exclusively reserved for students/graduates are published on the UAW Technikum Wien website (<https://www.technikum-wien.at/jobangebote-der-fh-technikum-wien/>). Every external call for applications is published bilingually (in German and English) on the EURAXESS job platform. Calls for applications are also published on the FemTech platform with a view to increasing the number of female researchers at UAW Technikum Wien.

The vacancy announcements are usually published for at least four weeks and this may be extended if necessary. Different application deadlines may apply in exceptional cases, e.g. appointment committees. In order to keep the administrative workload for applicants as low as possible, all the applicants need to do is send their cover letter and CV to the following email address: [bewerbung@technikum-wien.at](mailto:bewerbung@technikum-wien.at). No further documents need to be submitted at this stage. Each applicant will receive an automated confirmation of receipt.

## Selection and evaluation phase

5. **Screening:** Applications are screened by the HR Business Partners and pre-sorted in line with formal criteria. Applications that meet the formal criteria will be forwarded to the head of the department along with any other individuals involved (see item 1), who then rank the applications accordingly. It is recommended to invite no more than six applicants for interview. This ensures that the process is manageable. Applications submitted at a later stage can be accepted after consulting with the head of the department.
6. **Invitation:** Once pre-selection has taken place, the selected applicants will be invited to attend an interview. When arranging appointments, it is important to ensure that there is enough time between the pre-selection stage and the date of the interview to allow applicants to take part.
7. **Interviews:** Interviews can be held in person or by way of a video or telephone call in order to save applicants having to make a long journey, enabling applicants from abroad to participate. The interviews are provided with a fact sheet providing information about UAS Technikum Wien as an employer.
8. **Formation and composition of selection committees:** A selection committee is formed if this is required by the funding body (or stipulated in the funding application). The exact procedure here depends on the funding body or application, especially when it comes to gender and diversity aspects.

## Decision-making phase

9. **Successful applicants:** The HR Business Partners are informed of the decision. They will then coordinate salary negotiations with the management and draw up the contract of employment. After approval has been given by the management, the successful applicant's future superior conducts an interview with them to discuss the details of employment and to set a starting date. The future employee will then be sent a personal details form to be completed. This is then kept in the personnel file.

**Rejections:** Applicants who are not invited to attend an interview will be informed by email. There are various templates available for use here. In the case of unsuccessful applicants who were interviewed, the reason for rejection can be given upon request. Applicants can always contact the HR Business Partners directly if they have a complaint. The Gender and Diversity Officer may also be involved here.

If you have any questions about the OTM-R policy of UAS Technikum Wien, please contact the HR department or the R&D project service team.