

Recruiting Standards and Data Protection in Recruitment (OTM-R)

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Introduction

UAS Technikum Wien has established standardized Recruiting Standards (2025) and a Data Protection in Recruiting Policy (2025) as part of the continuous development of its Open, Transparent and Merit-Based Recruitment (OTM-R) approach.

This OTM-R Policy defines the overarching principles and framework for transparent, fair and merit-based recruitment at UAS Technikum Wien and supports the university's commitment to the European Charter for Researchers and the Human Resources Strategy for Researchers (HRS4R).

1. Purpose and Scope

UAS Technikum Wien is committed to open, transparent and merit-based recruitment.

This policy defines the principles and framework for the recruitment of researchers and academic staff at UAS Technikum Wien. It aims to ensure that recruitment processes are conducted consistently, transparently and fairly, based on the requirements of the respective position and without discrimination.

Recruitment is centrally coordinated by Human Resources and managed through the university's recruiting platform, Softgarden. The policy is reviewed and further developed as part of the university's continuous improvement of recruitment practices.

2. OTM-R Principles

UAS Technikum Wien's recruitment practices are based on the following principles.

Open recruitment

Vacancies are openly advertised through established recruitment channels. UAS Technikum Wien centrally manages job advertisements through Softgarden. Open positions generally remain active in the recruiting tool for a maximum of six weeks, with exceptions where defined by the applicable recruitment process.

The recruitment process begins with a defined staffing requirement and a coordination process between Human Resources and the responsible Hiring Manager. The requirements, recruitment procedure, publication channels and timeline are agreed before the position is advertised.

Transparent recruitment

Responsibilities, recruitment steps and communication channels are defined in the Recruiting Standards and the internal recruitment process. Human Resources coordinates the recruitment

process and manages communication with applicants. Hiring Managers participate in defining the requirements of the position, reviewing applications and conducting interviews.

Recruitment-related documentation and applicant communication are managed through Softgarden. This supports a consistent and traceable recruitment process.

Transparency is also ensured through the university's dedicated career platform, which provides public access to current vacancies, information on the application and selection process, relevant employment conditions and benefits, frequently asked questions and contact persons. The platform gives prospective applicants a clear overview of the recruitment process from initial application through selection and contract offer to onboarding. This public-facing information complements the internal OTM-R procedures and contributes to making recruitment processes understandable, accessible and predictable for applicants.

Merit-based selection

Candidates are assessed against the requirements and selection criteria defined for the respective position.

Human Resources conducts the formal screening of applications. The Hiring Manager then reviews suitable applications and selects candidates for interview. The standard recruitment process includes two interview stages involving the Hiring Manager and Human Resources; additional subject-matter expertise may be included where appropriate.

UAS Technikum Wien is further developing its approach to the assessment of CVs through HRS4R Action 38, with particular attention to fair assessment, recognition of qualifications and relevant experience, gender balance and non-discrimination.

Equal treatment and non-discrimination

UAS Technikum Wien is committed to equal treatment of applicants and to recruitment free from discrimination. Standardised selection criteria, defined responsibilities and documented recruitment decisions support consistent treatment of applicants. The Recruiting Standards explicitly provide for standardised selection criteria, documented feedback and decisions, and non-discrimination.

The university is further developing its recruitment practices through HRS4R Action 38, which addresses the assessment of CVs and different career paths.

Data protection

Applicant data are processed in accordance with applicable data protection requirements. Recruitment-related communication and documentation are managed through Softgarden. Access to the recruiting tool is restricted to employees with personnel responsibility and designated HR personnel. Application documents are not sent outside the recruiting tool.

The existing OTM-R framework provides for processing applicant data for the respective vacancy, consent in accordance with Article 13 GDPR and deletion after six months. Where applicants are invited to join the university's Talent Pool, the applicable data protection requirements and consent arrangements apply.

Consistency and continuous improvement

Human Resources coordinates recruitment across the university and works together with Hiring Managers and the relevant organisational units. Regular coordination between HR and managers supports consistent implementation of recruitment standards.

UAS Technikum Wien continuously reviews its recruitment practices. Under HRS4R Action 17, the university is establishing systematic monitoring of OTM-R quality through quantitative and qualitative indicators and an annual review at Faculty level.

3. Roles and Responsibilities

Role	Main responsibilities
Human Resources	Coordinates the recruitment process; prepares and publishes job advertisements; conducts formal screening; coordinates interviews and applicant communication; manages recruitment documentation in Softgarden; communicates rejections; prepares and negotiates employment offers; supports appointment and onboarding
Hiring Manager	Defines the position requirements together with HR; reviews and approves the job advertisement; assesses applications following formal HR screening; participates in interviews and contributes to the selection decision
Faculty, Department, organisational unit	Contributes to the recruitment process according to the applicable organisational responsibilities and approval procedures
Management	Is involved in the definition and approval of relevant organisational and budgetary requirements

4. Standard Recruitment Procedure

The standard recruitment process consists of the following main steps.

Recruitment planning

Once a staffing requirement has been approved, Human Resources and the Hiring Manager hold a coordination meeting. The position requirements, recruitment procedure, publication channels, recruitment timeline, interview arrangements and, where relevant, potential matches with the existing Talent Pool are agreed at this stage.

Job advertisement

Human Resources prepares the job advertisement based on the agreed requirements. The Hiring Manager provides the final approval. The position is then published by Human Resources through Softgarden and other appropriate recruitment channels. Job advertisements provide the requirements and selection criteria relevant to the respective position.

Formal screening and pre-selection

Incoming applications are formally screened by Human Resources against the requirements stated in the job advertisement. This may include checking relevant academic qualifications, language requirements and other required documents. Candidates who meet the formal requirements are made available to the Hiring Manager for further assessment.

Selection and interviews

The Hiring Manager reviews the applications and determines which candidates should be invited to an interview.

The standard recruitment process comprises two interview stages:

- First interview: Hiring Manager and HR representative.
- Second interview: Hiring Manager and HR representative, with an additional person with relevant subject-matter expertise where appropriate.

Where applicable, candidates complete a task as part of the second interview. The task is agreed between HR and the Hiring Manager. Following the first interview, a shortlist for the second interview is established.

Selection decision and offer

Following the selection process, Human Resources prepares an approved offer and conducts the relevant negotiations with the selected candidate. Once the offer has been accepted, Human Resources sends the final employment confirmation and initiates the onboarding process.

Communication with applicants

Human Resources is the designated contact point for applicants throughout the recruitment process. Invitations, scheduling, relevant information and rejections are communicated through Softgarden. Applicants who are not selected may, where appropriate, be invited to join the Talent Pool.

5. Special Appointment Procedures

Certain academic leadership functions are subject to specific appointment procedures defined in the Statutes of UAS Technikum Wien. This applies in particular to the appointment and reappointment of Programme Directors and Department Heads. For these functions, the Rector appoints an appointment committee.

The composition of the committee must ensure balanced gender representation, and the Equality Manager is involved in an advisory capacity. The appointment committee normally establishes a ranking of three candidates. The ranking is submitted to the Managing Directors, who conduct negotiations with the proposed candidates in the established order. Where fewer than three candidates are proposed, this must be justified. These statutory appointment procedures constitute specific procedures alongside the standard recruitment process described above.

6. Selection Criteria and Assessment

Candidates are assessed against the qualifications, experience, competencies and other requirements specified in the respective job advertisement. Human Resources conducts the formal screening, while the Hiring Manager assesses professional suitability. Interviews and, where appropriate, job-related tasks provide the basis for the further assessment of candidates.

UAS Technikum Wien is further standardising and developing the assessment of CVs through HRS4R Action 38 – Development of HR Guidelines for CV Assessment. The guidelines address, among other aspects, the recognition of relevant work experience, different career paths, gender balance and non-discrimination.

7. Transparency, Equal Treatment and Gender Balance

UAS Technikum Wien aims to ensure that recruitment decisions are transparent, consistent and based on the requirements of the position. The standardised recruitment process establishes common responsibilities, timelines and communication channels between Human Resources and the faculties.

Particular attention is given to:

- consistent application of the requirements stated in job advertisements;
- equal treatment of applicants;
- non-discrimination;
- recognition of relevant qualifications and experience;
- appropriate consideration of different career paths;
- gender balance in relevant selection and appointment procedures.

The specific appointment procedures for Programme Directors and Department Heads additionally require balanced gender representation in the appointment committee. The further development of transparent CV assessment under HRS4R Action 38 supports these principles.

8. Applicant Communication and Data Management

Human Resources is the central contact point for applicants throughout the recruitment process. Communication with applicants is conducted exclusively through the recruiting tool Softgarden and by the designated HR representative. Applicant data are processed only for the purpose of the respective recruitment procedure and only to the extent necessary for the selection process. Access to applicant data is restricted to authorised persons involved in the recruitment process.

Application documents are stored and processed within Softgarden and are not stored separately, for example on private devices or outside the recruiting system. Applicant data are retained for no longer than necessary and for a maximum of six months for the respective recruitment procedure. Deletion is carried out automatically in Softgarden.

The processing of applicant data is based on the applicable data protection requirements. Information and consent regarding data processing in accordance with Article 13 GDPR are obtained through Softgarden as part of the application process.

Where an applicant is considered for the Talent Pool, separate consent is obtained before applicant data are retained for this purpose. Applicants are only contacted for future positions or transferred to another recruitment process after this consent has been obtained.

9. Monitoring and Continuous Improvement

UAS Technikum Wien monitors the quality and efficiency of its recruitment processes as part of its continuous improvement approach.

The internal recruitment process currently includes monitoring of, among other aspects:

- time to hire;
- the proportion of positions filled;
- compliance with agreed recruitment timelines;
- applicant communication and process quality.

In addition, HRS4R Action 17 introduces systematic OTM-R monitoring through a defined set of quantitative and qualitative indicators and an annual review at Faculty level. The results of this monitoring will be used to identify areas for further improvement of recruitment procedures and standards.