

Institute for Social Research in Zagreb

OTM-R Policy

Open, Transparent and Merit-based Recruitment of Researchers

2020



HR EXCELLENCE IN RESEARCH



Institut za društvena istraživanja u Zagrebu
Institute for Social Research in Zagreb

In 2012, the Institute for Social Research in Zagreb (ISRZ) gained the HR Excellence in Research Award in recognition of the Institute's continuous commitment to adopting the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. These key EU documents establish the guidelines for European universities and institutions to improve the recruitment and working conditions of researchers, making research careers more attractive and accessible in Europe. The Institute's commitment is evidenced in ISRZ's HR strategy and action plan. The Institute is currently awaiting evaluation via external experts with the goal of renewing the HR Excellence in Research Award.

The new ISRZ Action plan consists of 22 actions that, when completed, will go a long way towards the Institute's ambition to adopt in full the Principles of the EC Charter and Code for the benefits of its research staff.

The award recognizes the progress ISRZ has made in support of researchers at the Institute, including the creation and implementation of The Manual for Mentoring Young Researchers and The Quality Assurance Manual, and on-going commitment in supporting the professional training and development of ISRZ's researchers.

The award of the HR Excellence in Research will support Institute's researchers in their efforts to attract international funding and researchers to the Institute, and promote the ISRZ as an organization providing a favourable working environment for its employees, in addition to increasing the international profile of the Institute.

The OTM-R Policy sets out the various steps of the Institute's recruitment process for researchers, from the job advertising/application phase to the appointment phase. In line with the HR Excellence in Research Award, our OTM-R Policy aims to build on the principle of the Code of Conduct for the Recruitment of Researchers, providing more detailed information on the recruitment process for researchers here at the Institute for Social Research in Zagreb.

DEFINITION OF DIFFERENT RESEARCH POSITIONS

Assistant positions are defined as positions on the level of Research Assistant and Post-Doctoral Fellow (First Stage Researcher (R1) and Recognised Researcher (R2)). These positions are characterised by an employment contract for a definite period of time (prior to tenure).

Scientific positions are defined as posts that require being elected into scientific title (conferment of title) and are characterised by an employment contract for an indefinite period/ permanent position (similar to tenure) (permanent contract). Scientific positions include the following: Research Associates, Senior Research Associates, and Senior Scientists, including Senior Scientists with tenure (in the permanent title) (ranging from Established Researcher (R3) to Leading Researcher (R4)).

PHASES OF RECRUITMENT PROCESS

There are three phases to the ISRZ recruitment process for research staff:

1. Advertising and application phase
2. Evaluation and selection phase
3. Appointment phase

DOCUMENTS RELEVANT FOR RECRUITMENT AND SELECTION

In line with the Code of Conduct for the Recruitment of Researchers, the Institute for Social Research in Zagreb is committed to ensuring that recruitment and selection procedures are fair and transparent. The recruitment and selection process is guided by the following national legislation and Institute's internal documents:

- Labour Act
- Act on Scientific Activity and Higher Education
- ISRZ internal labour regulations
- Collective Agreement for Science and Higher Education
- Rulebook on Systematization of Work Positions
- Statute of ISRZ
- Rulebook on Selection of ISRZ Scientific Positions
- The Government of Croatia Regulation on Job Titles and Complexity Coefficients in Public Services
- ISRZ internal procedure for recruitment

When recruiting for research positions, including both the assistant as well as scientific positions, the aforementioned documents will apply. The Rulebook on Selection of ISRZ Scientific Positions will however, only apply for the recruitment and selection related to scientific positions only, given that it defines additional criteria for each scientific position. These additional criteria cover a wide range of working experiences, recognise mobility experience, and enable variations in the chronological order of CVs.

The listed documents relevant for recruitment and selection contain information about:

- Advertising
- Short-listing

- Interview
- Offer of appointment
- Definition of research roles and responsibilities
- Steps in the recruitment and selection procedure
- Timetable for the recruitment and selection process
- Data in force, repeats
- The Selection Committee *
- Role of Chairperson of the Selection Committee
- Role of Selection Committee Members

* In the composition of the Selection Committees, the following elements are considered: a minimum of 3 members; gender balance (whenever possible); the committee as a whole should have all the relevant experience, qualifications and competencies to assess the candidate. External expert(s) (outside the institution) can be included in committees for recruiting candidates (but this is not mandatory), and the practice is to always have one member from the research centre other than the one having the recruitment process.

The rules concerning the composition of Selection Committees are described in the Statute of the Institute for Social Research in Zagreb (Articles 55 – 59).

Low administrative burden for applicants

Administrative burden is kept to a minimum for the candidates, given that they can send copies of the relevant documents with their initial application and that only the recruited candidate sends the original document after the selection is concluded.

Acknowledging receipt of applicants and additional information

In all instances applicants will receive an e-mail acknowledging that their application has been received. This e-mail will include an indicative timetable and the process will allow sufficient time for external candidates to make the necessary travel arrangements and prepare properly for the interview. All applicants will be informed by e-mail of any significant changes to this timeline.