

A questionnaire on topics related to implementing the HR Strategy for researchers and compliance of practices in the Institute with the OTM-R principles (*Open, Transparent, Merit-Based Recruitment*) was held in NCBJ in November 2018. Results of this questionnaire, which has been distributed to all researchers in the Institute, allowed to point out areas that are in need of improvement in the context of HR Strategy for researchers.

An important task for the next years is improving the recruitment procedures, which will facilitate the employment of suitable candidates for research positions. Therefore, actions, that shall improve the current NCBJ's procedures regarding recruitment on research related positions, have been planned, in accordance with the action plan for the next years (until 2021).

OTM-R POLICY in NCBJ

The aim of the **OTM-R Policy** in National Centre for Nuclear Research (NCBJ) is to allow an open, transparent and merit-based recruitment on research and technical positions.

Open, transparent rules and standards of recruitment and selection of candidates ensure attracting researchers from foreign countries, at the same time allowing for tailoring of specific procedures to the type of positions advertised. OTM-R Recruitment Policy applies to all research positions and all potential candidates, regardless of desired or acquired scientific degrees, as well as of how advanced their career is.

Recruitment

Recruitment procedures in NCBJ are held in an open, transparent and efficient manner, allowing entry to all candidates, including candidates from foreign countries. Advertisements on competitions for vacant research positions should include: detailed description of the position, expected research specialisation, requirements in terms of qualification, scientific achievements, as well as other competencies in accordance with the specific needs of the advertised position. Moreover, the job offers should include information on the starting date of the competition and the deadline for documentation delivery, as well as the manner of application. It is recommended for the advertisement to include contact information of the person responsible for the specific recruitment process, in accordance with good practice. Such information will be helpful to candidates, who wish to inquire about the details of the job offer.

Selection

In the process of selecting the candidates, the committee performs a merit-based, objective evaluation of the candidates, taking into account their achievements, qualification and competencies in accordance with the requirements set for the specific research position. During the evaluation, the selecting committee should follow a rule of equal chances, regardless of the candidate's gender, age, disabilities, family situation or personal preferences. The selecting committees should be characterised by appropriate experience, competencies and professional qualifications. It is advisable, that the committees maintain gender equality among their members. It is recommended for the committees to include members from other institutions (from outside of NCBJ), especially when recruitment process concerns higher positions. Composition of the Committee remains the same for all steps of the recruitment process.

Transparency

During the recruitment process the candidates are informed about the selection criteria, the number of available positions and the career development prospects within NBCJ. Following the principle of transparency of the recruitment process it is recommended that the candidates receive an information regarding the strengths and weaknesses of their application, not later than a month from finishing the recruitment process.

Judging merit

In the process of selecting the candidates who are to be working in NCBJ, we are basing on evaluation of their competences, including judgement of their full range of professional experience, scientific achievements and activity, performing these evaluations both qualitatively and quantitatively. Criteria related to bibliometric indices should be properly balanced by evaluation of other competences, such as teaching, public awareness activities, project management etc.

Variations in the chronological order of CVs

Course of the career of each candidate applying for a research position is evaluated individually. This evaluation includes a broad look at all phases of professional career. Potential breaks in research career or experience in the commercial/industrial fields should be viewed as a potentially valuable contribution to the professional development. All activities and forms of development should be appreciated. Other documents (including complementary), which can have a positive impact on the candidate's evaluation, and are present in the application should be taken into account.

Recognition of mobility experience

During the evaluation of a potential NCBJ employee, it is considered valuable, if the candidate has worked in another country, many different institutions, or has changed his specialisation. Such experience should be seen as an advantage, as it implies that the candidate has a wide range of professional contacts and is open for cooperation and exchange of the acquired scientific knowledge and professional experience.

Recognition of qualifications

During the evaluation of candidates for research position in NCBJ, especially candidates, who acquired their scientific degrees and other formal professional qualification abroad, every effort shall be made to fully understand the rules on recognizing such qualification in a particular country and/or institution.

Seniority

Seniority of scientific degrees and length of service should be properly and individually defined for a particular research position. Candidate's achievements should be primarily evaluated, although the reputation of an institution, in which they acquired their scientific degrees should be taken into account as well.

Postdoctoral appointments

Temporary employment of professionals from outside of NCBJ on postdoctoral contracts, (which are signed for specific projects and research needs) should be executed in accordance with the Polish law, and provide opportunities for international mobility and additional development of research career in a long-term context. NCBJ shall support persons, who acquired a PhD degree in the Institute, in their further research career development, by encouraging them to take on temporary post-doc contracts in renowned foreign institutions.