

## **Guidelines for an Open, Transparent and Merit-based Recruitment Procedure at the IPF (OTM-R)**

### **Preamble**

The Leibniz-Institut für Polymerforschung Dresden e.V. (IPF) is pursuing the goal of creating an open, transparent and merit-based recruitment procedure ([open, transparent and merit-based recruitment - OTM-R](#)) in order to prevent discrimination. These Guidelines contain stipulations for correctly formulating job advertisements, checking and selecting incoming applications and successfully conducting job interviews. These Guidelines apply to all employees\*.

### **1. Job Advertisements**

The specialised departments shall inform the Human Resources Group of all job vacancies, including the substantive details for the job advertisement, in order that these vacancies be promptly filled.

The Human Resources Group shall create and publish the corresponding job advertisements. Job advertisements shall be published on the Intranet (internally and externally) as well as in national and, if possible, international print media and on online portals (externally). In order to make the IPF more attractive for foreign employees, in particular in the scientific field, job advertisements shall also be published in English if possible. A gender-neutral formulation is mandatory.

The equal opportunities officer and the Works Council shall be informed by the Human Resources Group of the job advertisement.

\*person-related terms used in the text are gender-neutral

*Content of a job advertisement:*

- name of the Institute acting as the employer and organisational integration of the job
- gender-neutral job title (m/f/d)
- remit
- expected date of appointment
- in the case of a fixed term, expected period of employment (e.g. 2 years or the exact date)
- scope of the weekly working time (full time / part time)
- job requirements (e.g. qualification, abilities, skills and essential knowledge)
- classification
- information on severely disabled persons, equality and data protection (promotion of under-represented groups)
- application deadline
- addressee and form of the application
- the IPF's Internet address (along with the QR code) for further information

*Format of a job advertisement:*

All job advertisements shall be published in accordance with the IPF's respective current corporate design.

## **2. Procedure for Receiving Applications**

### **2.1 General**

All applications shall be sent to the Human Resources Group. The Human Resources Group shall send every applicant\* a written acknowledgement of receipt shortly after receiving the application. The applicant shall be informed of how the selection procedure will proceed.

The applications shall be immediately looked through, registered and checked as to whether the representative body for disabled employees\* needs to be involved in the selection procedure. All personal information shall be treated confidentially in all phases of the selection procedure.

### **2.2 Speculative application to the Human Resources Group**

A speculative application may, if the applicant's qualification profile is suitable, and the specialised department has expressed an interest, be included in the selection procedure for the corresponding job advertisement and automatically participate in the whole selection procedure. The speculative applicant\* shall be immediately informed.

## 2.3 Speculative application to the specialised department

Speculative applications received at the specialised department shall be immediately forwarded to the Human Resources Group. The specialised department may inform the Human Resources Group of an expression of interest.

## 3. Selection Procedure

### 3.1 Looking through the application documents

After the application deadline has expired, the Human Resources Group shall hand over to the specialised department all application documents received. In order to that the most suitable applicant be selected, the specialised department shall lay down for the selection procedure clearly defined criteria in terms of merit, suitability and ability. These are for example:

- ✓ **Specialised competence** (depending upon the remit, e.g. degree course, labour law, IT)
- ✓ work experience (e.g. project management, lecturing, supervision of doctoral candidates)
- ✓ administrative experience
- ✓ experience in the acquisition of funding (for scientific employees)
- ✓ internationality, mobility
- ✓ **Personal skills**  
(e.g. self-motivation, willingness to embrace change, self-management, ability to reflect)
- ✓ **Social skills**  
e.g. ability to communicate, work in a team, handle conflict)
- ✓ **Methodological skills**  
(e.g. presentational techniques, information management, project management)

Additionally, the following list of questions shall be included for the selection:

#### **Covering letter**

- ✓ Does the covering letter evidently relate to the job advertised?
- ✓ Is the covering letter clearly structured?

#### **Curriculum vitae**

- ✓ Does the CV include the place, date and signature?
- ✓ Does the CV contain the essential details? (education and training, career)?
- ✓ Do the acquired qualifications meet the job requirements?

#### **School and, where applicable, university certificates**

- ✓ Have copies of the certificates been provided in German or English?

#### **Employment references**

- ✓ Are the qualified employment references meaningful (personal details, nature and duration of the employment, performance, possibly the employee's conduct\*)?
- ✓ Date of discontinuation of the employment relationship?

### **3.2 Parties involved in the selection procedure - selection committee -**

All job interviews with the applicant shall be conducted not only by an IPF employee\*.

#### Human Resources Group:

The Human Resources Group shall register all incoming applications. After the application deadline has expired, the specialised department shall receive the applications for perusal and checking. The Human Resources Group shall be called in as support (e.g. in the case of legal issues or selection criteria). The invitations to the job interviews may be made by the specialised department or the Human Resources Group.

#### Specialised department:

The specialised department shall make the selection on the basis of the application documents. The Human Resources Group shall inform the specialised department beforehand of whether the equal opportunities officer and/or the representative body for disabled employees need to be involved in the selection procedure.

#### Representative body for disabled employees:

The Human Resources Group shall inform the representative body for disabled employees of any applicants who have a degree of disability. The representative body for disabled employees shall be given access to all application documents relating to the respective job advertisement in order to check and ensure equal treatment in the selection procedure (including the job interview).

#### Equal opportunities officer:

The IPF's equal opportunities officer has the right to be involved in the selection procedure for scientific personnel and managerial personnel. She shall be informed by the Human Resources Group of the corresponding job advertisements and be involved by the specialised department in the whole selection procedure.

The selection procedure shall be carried out within the scope of the *Ausführungsvereinbarung Gleichstellung (AV-Glei)* [Equality Implementation Agreement] and in accordance with the [Leitfaden für Chancengleichheit in der Leibniz-Gemeinschaft](#) [Guide for Equal Opportunities at the Leibniz Association].

\*person-related terms used in the text are gender-neutral

### **3.3 The job interview**

#### **3.3.1 General**

The job interview serves to introduce the Institute and determine the applicant's suitability.

The job interview shall be prepared and conducted in keeping with these objectives.

#### **3.3.2 Planning the job interviews**

Prior to the job interviews, the specialised department and the Human Resources Group shall determine how many, and which, employees are to take part in the job interview. At least 2 IPF employees shall take part in the job interview. If possible, the selection committee is to be equally represented in terms of gender.

The job interviews are to be conducted without interruption and in a pleasant atmosphere.

Beforehand, the selection committee shall discuss the process and the set of questions.

#### **3.3.3 Conducting the job interviews**

As a basis for the interview process and to document the job interview, the selection committee shall receive the "Job Interview Evaluation Form" (Appendix 1). The name of the applicant, the date of the interview, the vacancy, qualifications and the personal appraisal of the applicant by the parties involved shall be documented in compliance with the General Data Protection Regulation (GDPR).

*Recommended sequence:*

1. greeting
2. introduction of the applicant
3. introduction of the Institute and the persons taking part in the interview
4. requesting information about the job in the course of the interview
5. asking the applicant questions / setting the applicant tasks (optionally a written test)
6. the applicant's questions
7. saying goodbye and providing information on the further course of the procedure

### **3.3.4 Questions during the job interview**

Questions asked during the job interview must be formulated in a clear and understandable manner. The aim and object of these questions is to obtain as much information as possible about the applicants in order to determine their suitability for this job.

To avoid claims for damages under Section 15 *Allgemeines Gleichbehandlungsgesetz (AGG)* [General Act on Equal Treatment], the applicant shall not be asked about the following:

- illnesses or severe disability
- religious affiliation or ethnic origin
- age
- family planning or pregnancy
- trade union membership

However, it is permissible to ask questions that shed light on the applicant's qualifications and suitability for the job, such as questions about his/her:

- career
- secondary employment
- hobbies
- goals for the future

## **4. Decision**

### **4.1 Hiring**

Once the selection procedure has ended, the completed "Hiring Recommendation Form" (Appendix 2) shall be immediately sent to the head\* of the Human Resources Group.

The Human Resources Group is responsible for the essential administrative procedure regarding the hiring process at the IPF. The hiring shall be decided on by the Executive Board and be subject to the Works Council's consent. Once all documents have been signed, the Human Resources Group shall inform the applicant of his/her hiring and of the further course of the procedure at the IPF. If an applicant does not accept the job, the Human Resources Group shall contact the specialised department to discuss the further course of action (proposal of a second candidate or, if need re-advertising of the job).

### **4.2 Applicant rejections**

The selection procedure shall end when the applicant signs the employment contract. The Human Resources Group is responsible for proper rejections with regard to the GDPR.

The applications and all documents relating thereto (in electronic and written form) shall be retained in the Human Resources Group for no longer than 6 months after the selection procedure has ended and be deleted or destroyed upon the expiration of this period.

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## **5. Quality Assurance in the Recruitment Procedure**

To ensure that the OTM-R principles are implemented, employees of the Human Resources Group who are trained in OTM-R shall support every recruitment procedure.

The selection committee shall be prepared for the selection procedure in terms of OTM-R by means of consultations and preparatory measures (e.g. training). Uniform processes and work aids (e.g. Guidelines for an Open, Transparent and Merit-based Recruitment Procedure at the IPF (OTM-R)) safeguard sustained implementation.

Dresden, 21.02.2020

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Chairman  
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**Job Interview Evaluation**

Appendix 1

Job advertisement no.: \_\_\_\_\_

Applicant (m/f/d): \_\_\_\_\_

Internal applicant (m/f/d): Yes / No      Disability: Yes / No

Participant (m/f/d): \_\_\_\_\_

Date: \_\_\_\_\_

	very good	good	average	inadequate
<b>Preparation by the applicant (m/f/d)</b>				
Knowledge of the IPF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of the position sought	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Personality</b>				
Demeanour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Specialised knowledge</b>				
Theoretical knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	none	less than 5 years	more than 5 years	more than 10 years
Work experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	fluent	basic knowledge		none
Command of English	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	very good	existent		non-existent
Job-specific criteria	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
1. _____	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Necessary training measures / personal notes:

\_\_\_\_\_

\_\_\_\_\_

**Overall impression**

	well suited	suited to a limited extent	not suited
Professional suitability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal suitability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Available from: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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**Hiring Recommendation**

Appendix 2

Job advertisement (no. and position): \_\_\_\_\_

Institute / department: \_\_\_\_\_

Applicant \*: \_\_\_\_\_

Number of applicants\*: \_\_\_\_\_, of which internal applicants: \_\_\_\_\_

of which with a disability: \_\_\_\_\_

Number of job interviews: \_\_\_\_\_

Selection committee - job interviews: \_\_\_\_\_

Additional participation by

the representative body for disabled employees: \_\_\_\_\_

the equal opportunities officer: \_\_\_\_\_

Assessment / appraisal of the applicants\*:

Candidate to be hired: \_\_\_\_\_

Start of work: \_\_\_\_\_

Auxiliary candidate\*: \_\_\_\_\_

Dresden,

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Representative body for disabled  
employees

\_\_\_\_\_  
Equal opportunities  
officer  
(only if required)