



Recommended Recruitment Process for Non-Academic Staff at the University of South Bohemia in České Budějovice

Article 1 Introductory Provisions

- (1) The Recommended Recruitment Process for Non-Academic Staff at the University of South Bohemia in České Budějovice (hereinafter Recommended Recruitment Process) is established in accordance with Act No. 262/2006 Coll., The Labour Code, as amended (hereinafter Labour Code), the USB Rectorate Regulations, regulations of individual faculties and the Dormitories and Refectories (hereinafter D&R) and Rules of Quality Assurance System for Educational, Creative and Related Activities of the University of South Bohemia in České Budějovice (hereinafter Quality Assurance System).
- (2) The Recommended Recruitment Process is a non-binding internal document, which aims to methodically unify procedures in recruitment of non-academic employees of the University of South Bohemia in České Budějovice (hereinafter USB). It complies with OTM - R strategies in specific areas concerning non-academic staff and the Code of Conduct for the Recruitment of Researchers. It also respects and adheres to the general principles and requirements of the European Charter for Researchers.
- (3) The Selection Procedure may be used for recruitment of non-academic employees at the constituent parts of the USB.

Article 2 Announcement of the Selection Procedure

- (1) Selection procedures at individual workplaces are proposed by the managerial employees of the relevant organizational units (hereinafter Proposer) upon an identified personnel capacity need. The managerial employee informs the unit leader of the need for a new position. The leader then considers the broader context and consequences of hiring a new employee (especially the sustainability of the position, compliance of the scope of work with the planned time basis, financial provision for the position, whether to create a new position or replacing an employee whose employment is terminating etc.).
- (2) Selection procedures at workplaces which are under direct management of the Rector are approved by the Rector. Selection procedures at workplaces under direct management of the Dean are approved by the Dean of the faculty. Selection procedures at workplaces under direct management of the Director of D&R are approved by the Director of D&R. Unless otherwise specified by the internal arrangement of the USB constituent part.
- (3) Preparation and organisation of the Selection Procedure is the responsibility of the head of the relevant HR department (or the head of another department which provides the HR agenda at the Rectorate, Faculty and D&R).
- (4) An advertising template has been prepared to advertise positions. It states:
 - a. the contracting entity, their name and address
 - b. designation of the workplace, position and field the Selection Procedure is for
 - c. job description and requirements,
 - d. required qualifications,
 - e. date of commencement, time basis and type employment relationship,
 - f. list of the required documents for the Selection Procedure application (e.g. a brief professional CV, documents certifying education and experience, in justified cases also criminal record and a medical certificate),
 - g. list of benefits,
 - h. deadline for submission of applications (determined by the Proposer), place of submission of the applications, contact details,
 - i. specific requirements set by the Proposer.



- (5) The Selection Procedure begins with the publication of the advertisement on the USB and Job Office websites and, if applicable, on other advertising portals. If internal resources are used, no Selection Procedure is organized.
- (6) The use of advertising services (especially paid ones) is approved in advance by the person approving the Selection Procedure (see Article 2, paragraph 2).

Article 3

Framework Conditions for Participation in the Selection Procedure

- (1) The Proposer stipulates:
 - a. qualification requirements and other specific requirements for the given position,
 - b. other recommended specific requirements,
 - c. criteria for the evaluation of the Selection Procedure, including the possible use of recruitment tools (e.g. aptitude tests).

Article 4

Establishment of a Selection Committee

- (1) The Proposer nominates the members of the Selection Committee who are approved by the direct superior of the Proposer, or Rector, Dean or Director of D&R. The number of members of the Committee is usually odd. In the case of an even number and when more job applicants reach the same ranking, the Proposer decides the outcome. The Committee usually includes:
 - a. immediate superior (Proposer), may be the Chairperson of the Committee according to the internal regulation of the given constituent part,
 - b. the head of the organizational unit which is recruiting the new employee (if it is the same person as the Proposer then their immediate superior),
 - c. another staff member of the organizational unit recruiting the new employee,
 - d. in addition, a staff member or managerial staff member of another organizational unit may be a member of the Committee,
 - e. an expert who is not a USB employee may also be a member of the Committee.
- (2) The meeting of the Committee will be attended by a representative of the HR department of the relevant organizational unit, unless, exceptionally, the Proposer decides otherwise.
- (3) In the event that a member of the Committee has a conflict of interest with a job applicant, the Proposer recalls this member from the Committee and appoints another member instead. The members of the Committee are obliged to immediately report any conflict of interest to the Committee Proposer. In the event of a conflict of interest, the Proposer notifies the other members of the Committee and their superior (unless they already are a member of the Committee) who then proposes a replacement staff member.
- (4) The Committee can adopt resolutions if an absolute majority of its members is present.

Article 5

The Course of the Selection Procedure

- (1) The relevant HR department gathers the applications and checks that the provided documents comply with the Selection Procedure requirements. Job applicants who do not meet the conditions are excluded from the Selection Procedure at this stage. The HR specialist then submits the applications of job applicants who meet the conditions to the Proposer, or a person authorized by them. Upon the Proposer's request, the HR specialist sends the applications to the members of the Committee.
- (2) The Proposer sets the interview date and informs the Committee which decides on the form of the interview, determines the procedure and documentation management. If necessary,



they also determine another recruitment tool, such as an aptitude test. The Proposer and the Committee select the job applicants who will be invited to an interview.

- (3) The Proposer or the members of the Committee become acquainted with the applications submitted by the HR specialist. The following situations may occur:
 - a. If no application has been received or no job applicant has complied with the requirements of Article 3 (1) (a), the HR specialist informs the Proposer.
 - b. If the requirements under Article 3, paragraph 1, letter a) are fulfilled by only one job applicant, the Committee recommends to the Proposer to hire the job applicant or to invite them for an interview. The Proposer then decides on further action.
 - c. If the requirements under Article 3, paragraph 1 letter a) are met by multiple job applicants, the Selection Procedure includes interviews; in the case of a large number of job applicants, the Committee may decide to invite only the job applicants who have been most successful in meeting the conditions.
- (4) Based on the information from the Proposer or the Committee, the HR specialist schedules interviews with the selected job applicants and notifies the members of the Committee.
- (5) Job applicants who have been included in the Selection Procedure are interviewed by the Committee, or undergo another recruitment tool (e.g. an aptitude test). The Committee also assesses the submitted written material. After considering all the available information, the Committee evaluates the job applicants according to the set criteria (see Article 3 (1) a)). If there are more job applicants, the Committee determines their ranking according to their suitability for the given position. The Committee then announces the closing date of the Selection Procedure and its outcome.
- (6) The HR specialist or the person designated by the Proposer to prepare the minutes is responsible for the managing the Selection Procedure documentation. Each member of the Committee takes notes and prepares an evaluation of the job applicants in the table in Annexe No. 2, which they confirm with their signature.
- (7) During the interview, the Committee proceeds as follows:
 - a. If it is deemed appropriate to verify the job applicant's knowledge, a recruitment tool, such as an aptitude test, is used and subsequently evaluated by the Committee.
 - b. Conducts the interview in the pre-agreed way.
 - c. Based on the assessment of the interview and the submitted written materials, the Committee determines whether the job applicant has succeeded and the ranking of all successful job applicants. The result of the Selection Procedure is decided by voting. Should the votes be evenly divided, the decision lies with the Proposer.
 - d. The Committee checks and signs the Selection Procedure documentation and forwards it to the HR or the person designated by the Proposer, who then closes the Selection Procedure.
 - e. The Committee announces the date of closing the Selection Procedure and its result.

Article 6

Closing and Announcement of Results

- (1) At the Rectorate, the Proposer informs the head of the relevant unit about the results of the Selection Procedure who then decides on hiring the suitable job applicant based on the recommendation of the Selection Committee. The Proposer communicates the name of the selected job applicant to the HR specialist and determines the commencement date for the new employee. At a faculty, the results of the Selection Procedure and the name of the selected job applicant are communicated by the Proposer to the Dean, who decides on



hiring the new employee. The Proposer communicates the Dean's decision to the HR specialist and determines the date for the commencement date for the new employee. At D&R, the results of the Selection Procedure and the name of the selected job applicant are communicated by the Proposer to the Director, who decides on hiring the new employee. The Proposer communicates the Director's decision to the HR specialist and determines the date for the commencement date for the new employee.

- (2) The HR informs the selected job applicant within the agreed deadline.
- (3) Participants in the Selection Procedure who were not successful will be informed by the HR specialist of the Committee's decision by the deadline set as the closing of the Selection Procedure.
- (4) The result of the Selection Procedure does not establish a legal right of the participant to enter into an employment relationship.
- (5) If the selected job applicant chooses not to take up the employment, the Proposer/HR or other authorized person may offer the position to the second, third, etc. job applicant as instructed by the Proposer, without the need for another Selection Procedure.
- (6) In the event that a suitable job applicant was not selected, or the selected job applicant chose not to enter into an employment relationship, the Proposer is entitled to repeat the Selection Procedure or close it without hiring a new employee.

Article 7

Reimbursement of Selection Procedure Costs

- (1) The costs associated with the advertising, organisation and evaluation of the results of the Selection Procedure are borne by the Rectorate, Faculty or D&R according to the relevant internal regulations.
- (2) The costs associated with the job applicants' participation in the Selection Procedure are fully borne by them.

Article 8

Overview of Binding Selection Procedure Documentation

- (1) The job applicant's personal file contains:
 - a. the job applicant's application, including all required attachments.
- (2) The Selection Procedure documentation submitted by the Committee contains:
 - a. copy of the Selection Procedure announcement,
 - b. minutes of the Committee meeting containing:
 1. list of job applicants taking part in the interview,
 2. list of Committee members and records of their attendance, see Annexe No. 1,
 3. the result of the Selection Procedure and recommendation of a job applicant to be hired for the position,
 4. Annexe No. 2 - Evaluation form with the Committee members' evaluation, stating the ranking of the job applicants, signed by the Committee members,
 5. documents on a possible addition of members to the Committee,
 6. comments on the partial evaluation of individual job applicants
- (3) Retention of Selection Procedure documents is governed by the Rector's Ordinance which issues the USB Document Management Rules and guidance on processing of personal data of job applicants, available on the website: <https://www.jcu.cz/about-the-university/documents/guidance-on-processing-of-personal-data-of-job-applicants.pdf>.



Article 9
Filing and Handling Job Applicants' Complaints

- (1) A job applicant at USB can file a complaint against an inappropriate practice during the Selection Procedure for a specific position.
- (2) The procedure for filing and handling job applicants complaints can be found on the USB website: <https://www.jcu.cz/veda-a-vyzkum/hr-award-1/dokumenty-k-hr-award/filing-and-handling-job-applicants-complaints.pdf>

