



Recommended selection procedure for filling non-academic staff positions at the University of South Bohemia in České Budějovice

Article 1

Introductory provisions

- (1) Recommended selection procedure for filling the positions of non-academic staff at the University of South Bohemia in České Budějovice (hereinafter referred to as 'recommended SP' or 'recommended selection procedure') is established in accordance with Act No 262/2006, the Labour Code, as amended (hereinafter referred to as the 'Labour Code'), the Organisational Regulations of the Rectorate, individual faculties and Dormitories and Refectories (hereinafter referred to as the 'D&R'), the Rules of the Quality Assurance System for Educational, Creative and Related Activities and the Internal Quality Assessment of Educational, Creative and Related Activities of the University of South Bohemia in České Budějovice (hereinafter referred to as the 'Quality Manual').
- (2) The recommended procedure of the SP is a non-binding internal document that aims to methodically unify the procedures in the area of selection of non-academic staff of the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB'); it is in accordance with the principles of OTM – R – Strategy in specific areas focused on non-academic staff and at the same time, it is in accordance with the Code of Conduct for the Recruitment of Researchers and respects and adheres to a set of general principles and requirements arising from the European Charter for Researchers.
- (3) Non-academic staff positions at the relevant USB constituent parts may be filled through selection procedures.

Article 2

Announcement of the selection procedure

- (1) The selection procedures for filling at the Institutes are proposed by the heads of the relevant organisational units (hereinafter referred to as the 'proposer') on the basis of identified staffing needs. The proposer of a new recruit specifies the need for the post to the head of the unit, who then considers the wider context and implications of the recruitment (in particular the sustainability of the post, the compatibility of the scope of the work tasks with the planned level of time, the provision of sources of funding for the staff member, the expansion of staff capacity or the replacement of another staff member with an ending employment relationship, etc.).
- (2) The Rector approves the selection procedure for filling positions at units managed by the Rector. The Dean of the faculty concerned approves the selection procedures for filling posts in units under the direction of the Dean. The Director of D&R approves the selection procedures for filling posts in units managed by the Director of D&R. Unless otherwise specified in the internal regulations of the USB constituent part.
- (3) The head of the relevant human resources office (or the head of another office that handles the personnel agenda at the Rectorate, the faculty and D&R) is usually responsible for preparing and conducting the selection procedure.
- (4) For the announcement of the selection procedure, a uniform appearance of the advertisement is determined according to a uniform visual style, which states in particular:
 - a. name of the announcer, name, address
 - b. the designation of the place of work, post and field for which candidates are to be selected,
 - c. job description of the available post, requirements and post offer,
 - d. the required qualifications,



- e. start date, working hours and employment relationship,
 - f. a list of the documents required to accompany the application for the selection procedure (e.g. a brief curriculum vitae, records of education and experience and, where justified, proof of no criminal record and medical fitness),
 - g. benefits,
 - h. deadline for submission of the application (specified by the proposer), place of submission, contact,
 - i. specific requirements set by the proposer.
- (5) The selection procedure is launched by advertising on the websites of USB, the Labour Office and, where appropriate, on advertising portals and other places intended for advertising. If internal sources are used, no selection procedure is launched.
- (6) The use of advertising services (especially paid services) shall be approved in advance by the person authorising the actual launch of the selection procedure (see Article 2(2)).

Article 3

Framework conditions for participation in the selection procedure

- (1) The proposer states:
- a. the qualification requirements and other specific requirements that must be met by the candidate for the post,
 - b. other recommended specific requirements,
 - c. criteria for the evaluation of the selection procedure, including the possibility of using an SP instrument (e.g. professional competence test).

Article 4

Establishment of a selection procedure committee

- (1) The proposer shall nominate the members of the selection committee, who shall be approved by the proposer's immediate supervisor, or the Rector, Dean, or Director of D&R. The number of committee members shall normally be an odd number. In the case of an even number of committee members and multiple candidates ranked in the same place, the proposer will make the selection decision. The members of the committee are normally:
- a. the person directly superior to the applicant (the proposer) may be the chairman of the committee according to the internal rules of the constituent part,
 - b. the head of the organisational unit (if the same person as the applicant, his/her line manager) which is requesting the new staff member,
 - c. another member of staff from the organisational unit requesting the new employee,
 - d. in addition, an employee or senior employee of another organisational unit may be a member of the committee,
 - e. in addition, a selected expert who is not a USB employee may be a member of the committee.
- (2) A representative of the human resources office of the relevant organisational unit shall attend the meeting of the committee unless, exceptionally, the proposer decides otherwise.
- (3) In the case that a member of the committee has a conflict of interest in relation to a candidate, the proposer shall remove the member from the committee and appoint another member of the committee in his/her place. The members of the selection committee shall immediately report any conflict of interest to the proposer of the selection committee. In the case that the proposer has a conflict of interest, he shall notify the other members of the selection committee and his superior, if he is not a member of the selection committee, who shall propose that he be replaced by another member of staff.



- (4) The committee shall be able to adopt resolutions if more than half of its members are present.

Article 5
Course of the selection procedure

- (1) The relevant human resources unit shall collate the applications and check the completeness of the documents in accordance with the conditions of the selection procedure. Candidates who do not meet the conditions will be eliminated by the human resources officer from the selection procedure. The applications sent by eligible candidates will be forwarded by the human resources officer to the proposer or the person authorised by him/her. In the event of a request from the proposer, the human resources officer shall forward the applications of the candidates to the members of the selection committee.
- (2) The proposer will set a date for the personal interviews and inform the committee, which shall discuss the interview policy, determine the procedure and decide on the method of keeping records. If necessary, he/she will identify an additional SP instrument, e.g. a professional competence test. The proposer and the committee shall identify the candidates who will be invited to a personal interview.
- (3) The proposer or the members of the committee will read the applications submitted by the human resources officer, and the following cases may occur:
 - a. If no application is received or no candidate has met the requirements under Article 3(1)(a), the human resources officer shall inform the proposer.
 - b. If only one applicant has met the requirements under Article 3(1)(a), the committee shall recommend to the proposer that he/she be recruited or invited to an interview. The decision to recruit or invite to an interview shall be taken by the proposer.
 - c. If more than one applicant has met the requirements under Article 3(1)(a), the selection procedure will also include an interview; in the case of a large number of applicants, the selection committee may decide to invite only a few of the applicants who have best met the requirements to an interview.
- (4) The human resources officer, on the basis of information from the proposer or the committee, shall arrange a date and schedule for personal interviews with the selected candidates and notify the members of the committee.
- (5) The committee will conduct personal interviews with shortlisted candidates, use selection instruments (e.g. professional competence tests) where appropriate, and assess the written material submitted. After considering the information available, the selection committee will assess the quality of the candidates according to the criteria adopted, see Article 3(1)(c). If there are several candidates, the selection committee will rank them in order of suitability for the post. The selection committee shall announce the date on which the selection procedure will be closed and the result announced.
- (6) The human resources officer or the person designated by the proposer to draft the minutes shall be responsible for the documentation of the selection procedure. Each member of the selection committee shall make a record and self-assess the candidates using the table in Annexe 2, which he/she shall sign.
- (7) In the interview, the committee proceeds as follows:
 - a. If it considers it appropriate to test the candidate's knowledge for the post, it will use an SP instrument, e.g. a professional competence test, which it will then evaluate.
 - b. The committee shall conduct the actual interview according to pre-agreed guidelines.
 - c. On the basis of an assessment of the interview results and the written materials submitted, the committee shall determine whether the applicant has been successful and rank the successful applicants. The members shall decide on the outcome of the selection procedure by vote. In the event of a tie, the proposer of the selection procedure shall decide.
 - d. The selection committee shall check and sign the selection dossier and forward it to the human resources officer or the person designated by the proposer, who will then conclude the selection



procedure.

- e. The committee will communicate the date of the conclusion of the selection procedure and the announcement of the result.

Article 6

Closing and announcement of results

- (1) The Rectorate shall communicate the results of the selection procedure to the head of the unit, who will make a decision on the suitable candidate based on the recommendation of the selection committee. The name of the selected candidate will be communicated by the proposer to the human resources officer and the date of the new employee's start shall be set. The result of the selection procedure and the name of the selected candidate shall be communicated by the proposer, after consultation with the selection committee, to the Dean, who shall make the decision on recruitment. The proposer shall communicate the Dean's approval to the human resources officer and shall also set a date for the new employee to start. The result of the selection procedure and the name of the selected candidate for D&R shall be communicated by the proposer to the Director after consultation with the selection committee, who will decide on recruitment. The proposer shall communicate the Director's approval to the human resources officer and shall also set a start date for the new employee.
- (2) The human resources officer informs the selected candidate within the agreed timeframe.
- (3) Participants in the selection procedure who have not been recommended for recruitment shall be informed of the decision of the selection committee by the deadline set for the conclusion of the selection procedure.
- (4) The result of the selection procedure does not give the participant a legal right to enter into an employment relationship.
- (5) In the case that the selected candidate refuses to enter into an employment relationship, the proposer/human resources officer or other person designated to conduct the selection process, directed by the proposer, may offer the position to the second, third, etc., candidate in the order of preference without the need for a selection procedure.
- (6) In the case that it was not been possible to select a suitable candidate or the selected candidate refused to enter into an employment relationship, the applicant is entitled to repeat the selection procedure or to terminate it without recruiting a new employee.

Article 7

Reimbursement of selection procedure costs

- (1) The costs associated with the announcement, conduct and evaluation of the results of the selection procedure are borne by the Rectorate, the Faculty, D&R according to internal regulations.
- (2) The costs associated with the participation of the applicants in the selection procedure shall be borne entirely by the applicants.

Article 8

Overview of the binding selection procedure documentation

- (1) The applicant's personal file contains:
 - a. the applicant's application form including the required attachments.
- (2) The selection procedure documentation submitted by the committee includes:
 - a. proof of publication of the selection procedure,
 - b. the minutes of the committee meeting, which shall include:
 1. a list of applicants who are taking part in the admissions interview,



2. a list of names of the members of the committee, in accordance with this procedure, and a record of their attendance, see Annexe 1,
 3. the results of the selection procedure and the recommendation for recruitment to the position applied for,
 4. Annexe 2 Evaluation Form with the committee member's own evaluation, indicating the ranking (position) of applicants and signed by the committee member,
 5. any evidence of additions to the committee,
 6. comments on parts of the evaluation of each candidate.
- (3) The retention of documents related to the selection procedure is governed by the Rector's ordinance issuing the USB Records Management Regulations and the Instructions on the processing of personal data of job applicants on the website: <https://www.jcu.cz/ochrana-osobnich-udaju/pouceni-o-zpracovani-osobnich-udaju-uchazece-o-zamestnani-final.pdf>.

Article 9

Filing and handling complaints from employment applicants

- (1) A candidate for employment at USB may defend himself or herself against improper conduct in the selection process for a particular position by filing a complaint.
- (2) The procedure for filing and handling a complaint by an applicant for employment can be found on the USB website:
https://www.jcu.cz/veda-a-vyzkum/hr-award-1/dokumenty-k-hr-award/md_podavani-a-resolving-issues-from-candidates.pdf/view.

