



CERTH
CENTRE FOR RESEARCH & TECHNOLOGY HELLAS



HR EXCELLENCE IN RESEARCH

Centre for Research and Technology Hellas OTM-R policy

Open, Transparent and Merit-based Recruitment of Researchers (OTM-R)

2024

Introduction

In 2012, the Centre for Research and Technology Hellas (CERTH) was awarded with the “HR Excellence in Research” award, which acknowledges our ongoing engagement in implementing the guidelines of the [Charter for European Researchers and the Code of Conduct for Recruitment of Researchers](#).

In line with this prestigious award CERTH has the obligation to adopt certain principles and rules pertaining to the recruitment of researchers. The selection process and recruitment of new employees at CERTH must conform to the principles of open, transparent, and merit-based recruitment policy (OTM-R policy). In this document we will outline the key principles involved in CERTH regarding OTM-R.

OTM-R principles

O – Open

All selection procedures are published on the website of CERTH, on the EURAXESS jobs portal and in Diavgeia platform that is a national state-owned website promoting transparency in the public sector (or in APELLA platform if required by law) to make sure that information about the open position finds its way to a maximally broad circle of potential candidates. CERTH supports the employment of external candidates, candidates from abroad, and the employment of persons belonging to underprivileged groups. In the evaluation of candidates, their sex, age, sexual orientation, health or family status, racial or ethnic origin, religion, or political convictions play no role.

T – Transparent

Selection criteria are always listed in the description of the position published. The position description includes all the necessary information.

M – Merit-based

Evaluation of applications takes into account candidates’ experience. CERTH endorses the policy of equal opportunity, that is, what is assessed is not only professional qualification but also the potential of candidates. Experience with mobility (of various kinds) is generally welcome.

In practice, this amounts to application of certain defined principles whose brief overview is found below.

General principles:

- In recruitment of new employees, CERTH proceeds in accordance with the principles of open, transparent, and merit-based recruitment of researchers. Candidates' results in terms of publications but also in other professionally relevant areas are assessed not only quantitatively but also qualitatively, whereby the context of their achievement is also duly considered. One of the signs of endorsement of these principles is also a definition and publication of OTM-R policy on the website of CERTH.
- CERTH follows internal regulations and documents which describe and standardize how the selection process and all its parts are conducted (starting with principles regulating the publication of calls for expression of interest, conducting selection interviews if necessary, evaluation of suitability of candidates, and rules of communication with applicants).
- Communication with applicants that is conducted in relation to and during the selection procedure is in electronic form.
- CERTH supports the recruitment of external candidates, employment of members of disadvantaged groups, and recruitment of researchers from abroad. CERTH supports career development of researchers.

Calls for expression of interest and applying for open positions principles:

- CERTH follows a unified model for announcing open positions, which is subsequently adopted so as to reflect the particular demands of each department and position. The calls for expression of interest contain a description of the position and the required qualifications connected with it. They also contain instructions regarding the submission of applications, including for instance the application deadline. All calls receive approval by the legal department of CERTH before their publication.
- Announcements on calls for expression of interest are published on CERTH's website, EURAXESS Jobs portal and Diavgeia platform (a national state-owned website promoting transparency in the public sector). If the position is for a Researcher, the call is announced according to applicable law also on the APELLA platform.
- CERTH invests efforts in order to create a minimum administrative burden on applicants, the applications are collected via CERTH's dedicated platform <https://jobs.certh.gr/>.

Evaluation and selection principles:

- CERTH, in accordance with applicable national law, follows clear rules for the composition and appointment of selection committees, which consist of 3

members with expertise relevant to the position's field and are responsible for evaluating the professional qualities and scientific competence of candidates.

- In selection procedures, if necessary, the selection committee can invite the candidates for interview to discuss in person.

Communication with applicants' principles:

- The selected applicants receive communication regarding their selection containing information regarding the process that they should follow (contract and other formalities) starting working at CERTH.
- In the position description is also mentioned the process that the candidates should follow in case of objections raised against the outcome of the selection procedure.
- The candidates can contact CERTH via electronic communication at any stage of the procedure.

Contact

In case of questions regarding the OTM-R policy and the HRS4R process please contact CERTH's EURAXESS team on euraxess@certh.gr