

Procedure for the Recruitment of Researchers

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2. Preamble

- (1) The purpose of this document is to describe the procedure for recruiting researchers at CDV.
- (2) The issuance, amendment and approval of this document is governed by the Guideline “Governing Documents and Their Management”. Valid documents are published on the CDV intranet for CDV employees, and printed versions are always issued in one copy, which is kept by the Assistant Director of the institution.
- (3) Each employee has the right to suggest changes to this document through his/her immediate supervisor. Proposed amendments are subject to a change procedure similar to that for document approval.
- (4) This document completely replaces the last version hereof including subsequent changes.
- (5) The job titles and roles listed in this document are meant to be both masculine and feminine.

3. List of Abbreviations

A list of abbreviations is given in a separate document “List of Abbreviations Used at CDV”.

4. Procedure for the Recruitment of Researchers

4.1. Recruitment

The recruitment of researchers is carried out by the staff of Human Resources together with the new employee’s immediate supervisor and other support sections. The Human Resources Department is included in the Director’s Section, within which it cooperates in the personnel development of the institution. It secures all activities so that they are in compliance with the Labour Code, other applicable legislation and the governing documents of CDV.

Recruitment is divided into several parts:

4.1.1. Recruitment of a new employee

Recruiting a new researcher is a process that starts with identifying the need for a new employee in line with the long-term conceptual development of the organisation. Upon approval by the institution’s Director, the prospective employee’s supervisor, in conjunction with Human Resources, will develop a job description that includes information about the job title, supervisor and subordinate positions, job duties, and required education or experience. Human Resources will issue an advertisement based on that information. The advertisement is published in Czech on the institution’s website under the Careers tab, on suitable job portals (Jobs.cz and Práce.cz) and on social networks used by the institution for promotion and external communication (LinkedIn, Facebook). The content of the advertisement and its graphic design is consulted by Human Resources with the immediate supervisor of the new researcher on an ongoing basis.

In so-called passive recruitment, job seekers can respond to job advertisements via the relevant job portal or by emailing their CV and cover letter to Human Resources. In that case, they are subsequently notified by email that their application has been processed. The person responsible for the HR agenda also uses active recruitment where necessary and reaches out to candidates directly via social media, email or phone.

In particular, the Human Resources Department also uses cooperation with universities through career days, job fairs or direct contact to recruit researchers with specific expertise.

When filling certain job positions or performing work tasks, the Human Resources Department recommends employees from internal sources and across departments to fill vacancies, which significantly slows down potential employee turnover.

4.1.2. Selection

Before the actual selection process takes place, the candidates' job applications go through a pre-selection process. A Human Resources officer will carefully consider each CV together with the cover letter, check any discrepancies over the phone and invite only suitable candidates for a personal interview. The decision to invite a person for an interview is made by the Division Director or Section Director together with the Area Manager. The Human Resources representative will forward the candidates' CVs to the Director of the institution for consideration before the interview.

Decisions on which candidates will be recruited to the organisation are made by Human Resources staff, the new employee's manager and, in the case of some job positions, the Director of the division which the candidate is to join. The staff involved are trained adequately and agree in advance on the criteria against which they will assess candidates. In addition to the criteria reflected in the job description and the advertisement, such as educational qualifications or experience, they also take into account the candidate's personal qualities and consider how he or she will fit in with the team.

Depending on the job position, the hiring procedure may be multi-round.

4.1.3. Hiring

If the candidate's recruitment is approved by the relevant Division Director or Section Director and subsequently by the Director of the institution, the HR officer (in consultation with the Division Director) will arrange a start date with the candidate and inform the prospective immediate supervisor whether the candidate agrees to take up the post. Candidates are given forms to complete in writing that are necessary to take up the post in question, including information on the initial medical examination.

After a new employee starts work, the CVs of other candidates are shredded in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR) and Act No. 110/2019 Coll., on the processing of personal data, as amended.

In addition to his/her personal data, the starting candidate will provide Human Resources with:

- a) a certificate of change of employment ("employment record") or a certificate from the Labour Office stating the period of unemployment, if any,
- b) evidence of the highest level of education attained (if deemed relevant by Human Resources, also evidence of education at other universities or degrees),
- c) consent for the employee's salary to be sent via a financial institution, including the account number,
- d) or any other required documents related to his/her future job position,
- e) if the candidate is applying for an annual tax assessment, he/she must also provide a certificate of taxable earnings from previous employment.

In addition to the above completed documents, the new employee will submit to the payroll accountant a tax declaration (including the necessary certificates of his/her spouse) when claiming deductions from the tax base on the grounds of children, a certificate of school attendance (personal or children's), a pension certificate (disability, old-age), or a certificate of disability.

In the event the employee changes any personal data during the course of the employment relationship, he/she must inform Human Resources and the payroll accountant of the change.

4.1.4. Onboarding and adaptation

Adaptation begins on the first day of work with the new employee being welcomed by a member of the Human Resources Department and familiarised with the company's operations, corporate culture and organisational structure. She then takes the employee to his/her workplace and to his/her immediate supervisor. Then the supervisor introduces the employee to the team or part of it and gives him/her the governing documents to read and follow. On the same day, the new researcher will receive training on the intranet and the Teams communication platform. The platform simplifies internal company communication, which also contributes to the development of company culture.

The new employee will attend OHS training as soon as possible. He/she is also given a tour of the Transport Research Centre laboratories, which not only introduces him/her to other new colleagues, but also to the scope of their work and the research content of senior colleagues across the institution. The new employee receives increased attention from the supervisor or is assigned a colleague who will help him/her with the set work tasks.

At the end of the trial period, the employee will be interviewed by his/her supervisor to serve as feedback to the supervisor and Human Resources. The employee's induction period will also be evaluated and he/she will be directed towards further activities. On that occasion, the employee is reminded of all the benefits to which he/she is entitled after the trial period.

4.2. Other ways of hiring new employees

Senior staff members are obliged to cooperate with partner universities in the following activities: student work experience with the employer, exchange of academic, scientific and other staff and joint projects in the form of mutual cooperation with the partner university. The contact details of suitable candidates for inclusion in the employer's work teams obtained during the cooperation with the partner university will be forwarded by the relevant manager, with the prior consent of the suitable candidate, to Human Resources for the purpose of approaching the suitable candidate with a job offer.

In cases where staff members, in joint cooperation with other institutions, obtain the contact details of a suitable candidate for inclusion in the employer's work team, they will, with the prior consent of the person concerned, forward his/her contact details to Human Resources for the purpose of approaching him/her with a suitable job offer. Existing employees are entitled to an incentive bonus for recommending a suitable candidate for a job position long desired to be filled, in accordance with the current measure of the Director of the institution, OŘ/12/2019.