



Open, Transparent and Merit-based recruitment of researchers
at the J. Heyrovský Institute of Physical Chemistry



HR EXCELLENCE IN RESEARCH

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Reasons for joining us!

J. Heyrovský Institute of Physical Chemistry develops the scientific legacy of the Nobel Prize winner, Professor Jaroslav Heyrovsky, in fields related to physical chemistry.

Over two hundred scientists, from promising young researchers to world-renowned experts, are engaged in excellent basic and applied research.

Theoretically known and experimentally acquired knowledge of physical-chemical processes taking place in molecules and atoms is important for industrial catalysis, energy production and storage, health care and the environment.

Talented, qualified and successful scientists are the cornerstone of our reputation, which we have built over the years. When hiring new employees, we proceed in accordance with the Code of Conduct for the Recruitment of Researchers, and we follow the European Charter for Researchers and the Code of Ethics for Researchers of the Czech Academy of Sciences.

Would you like to work with us? You are in the right place. You can learn about the recruitment process in this document.

What can we offer you?

In our Institute, you find a friendly international work environment based on cooperation, mutual respect, and cohesion. The excellent scientific results we achieve in our workplace speak for themselves.

Starting a new job can be stressful, but we are here for you. Among other things, we have prepared a small guide for our new employees summarising basic information about our Institute.

Below you can find a brief list of benefits that we offer to our employees:

- Five weeks of vacation per year + three sick days
- Flexible working hours, the possibility of part-time work
- Meal vouchers
- Allowance for sport and cultural events, or pension or life insurance
- Recreation allowance, also for children
- Children's group of the Czech Academy of Sciences
- Discounts in recreation centres of the Czech Academy of Sciences
- Tennis court, sporting goods rental, free parking, union library
- Language courses
- Accommodation options
- Opportunity for further educational and career development by participating in educational courses organised by our Institute.

Each selection procedure is based on the so-called OTM-R principles (Open, Transparent and Merit-based recruitment)

O - Openness

All competitions related to scientific positions are published on the Euraxess portal and our website. They are usually published on other advertising portals as well. Information on the advertised position is given in the relevant advertisement. For more information, please contact us via the email address recruitment@jh-inst.cas.cz.

T - Transparency

Candidates are informed of the selection criteria and the current status of the selection procedures without undue delay.

M – Merit-based

When assessing CVs, we take into account the experience of candidates they have acquired during their entire career. Not only previous experiences are evaluated, but also their potential.

Non-discrimination, Equal opportunities

We do not perceive career interruptions or so-called variations in the chronological order of CVs negatively. The selection of the candidate is based on the suitability of the professional qualification for the advertised position and on the achieved results.

We place great emphasis on the assessment of CVs. Any discrimination on gender, sexual orientation, age, origin, religion, health, marital or family status or family responsibilities, political or other opinions, paternity, motherhood, etc., is excluded.

Mobility experience

We welcome the experience with mobility. Stay abroad, or at another research institution, change of research field or research sector are all considered a valuable contribution to a researcher's professional development. Do you come from abroad and need help with the recognition of your qualifications? Please have a look at this [document](#).

Classification of research profiles

The offered positions of scientists and researchers are classified in our advertisements on the basis of internationally recognised classification with four profiles.

R1 – *First Stage Researcher* – doing research under supervision (PhD student);

R2 – *Recognised Researcher* – PhD holder or equivalent who is not yet fully independent. This researcher is not fully independent and can be included in this category for a maximum of five years after defending the PhD or its equivalent;

R3 – *Established Researcher* – an experienced researcher who has already built up a certain level of independence and has more than five years of research experience;

R4 – *Leading Researcher* – a researcher leading his/her research area.

Advertising and application letters

How is advertising organised?

Scientific positions are always advertised at the Euraxess portal and on our website. Advertisements may be posted on other portals such as the web of the Academy of Sciences, Vesmír, Jobs, and other portals.

What information can you find in the ad?

In the advertisement, you will find basic information (name of the Institute, contact, name of the job position, working hours, when will the job start, application deadline, type of contract), requirements for the candidate (R1-R4 researcher profile, education, professional and language skills, etc.) and additional information (benefits, links to official recruitment documents, etc.).

In order to simplify the work of our scientists and to consolidate the appearance of advertisements, we have prepared a unified form for advertising a scientific position.

How long are the ads active?

The selection procedure is publicly announced for at least three weeks, according to the [Statutes of the Czech Academy of Sciences](#).

Where can you send your CV and cover letter?

Send your structured CV together with a cover letter to recruitment@jh-inst.cas.cz and state the number of the advertisement so that we can identify the position you are interested in.

Make a great first impression with your CV and cover letter: Your CV should be concise. Focus on style, the overall appearance and avoid spelling and grammar errors. You have to provide only true information. In the cover letter, explain why you are interested in the job position offered and highlight your professional and personal prerequisites for this position.

Selection procedure

How do you learn what is next?

You will be informed about the selection procedure without undue delay. We make efforts to inform all candidates about their progress to the next round within 30 days.

How does the selection procedure work?

The Selection Committee appointed by the director of the Institute is responsible for the course of the selection procedure. The Selection Committee consists of at least three members and includes the scientist in whose team you apply for a job position. This scientist is always appointed by the director as a full member of this board. The board is gender-balanced and usually includes a human resources officer.

Each CV, cover letter, references and other submitted documents are compared with an advertisement in which all the requirements for the advertised position are listed.

The selection procedure consists of several steps and takes place in one or more rounds.

Pre-screening: The secretary of science checks the factual content of the submitted documents and rejects the applications of candidates who do not meet the required criteria for the position offered. Suitable candidates are registered in the Competition Record, which is handed over to the members of the Selection Committee (see next step).

Shortlisting: The scientist to whose team the candidates apply proposes a list of suitable candidates for advancing to the next round. The members of the Selection Committee will receive this list on the Competition Report along with the documents of all other applicants who have passed the pre-screening. They will confirm by their per rollam approval this list of those who will proceed to the second round for interview or directly to the final selection (after the interview in the case of single round recruitment). Candidates who did not advance to the next round are informed via email without undue delay.

Interview: The Selection Committee selects the candidates that might be invited to the interview from the shortlist. We always prefer interview in person, but it is also possible to use a video call (Skype, Zoom or other applications) or a telephone conversation. During the interview, the offered job position, working conditions and benefits are discussed in detail. The introduction of the candidate follows. The candidate briefly summarises their work experience. The last section of the interview are questions, the number and nature of which depend on the interview course. The candidate is informed about the date of the result of the selection procedure.

In the case of recruitment and selection of a researcher for the R4 position, a recommendation by an independent, recognised foreign expert is always required. If such a candidate is shortlisted, they will be invited for an interview in person at the expense of our institution. In addition, a public lecture on their scientific work will be organised.

The Selection Committee shall draw up a record of each selection procedure (Competition Record), which it shall approve per rollam. In this record, the chairman of the committee shall give reasons for the selection of the most suitable candidate. The Competition Record shall be signed by the director of the Institute.

Candidates will be informed of the result of the second round without undue delay. The selection procedure results are always stored at the end of the selection process in the office of the Secretary for Science and kept in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016.

You have been selected as the most suitable candidate. What will happen next?

In case you have been selected as the most suitable candidate, we will send you an email with information on the gross salary, your qualification level, when do you start, working conditions and duration of the employment relationship. You will be given a reasonable time to consider the offer. If you confirm your interest in the offered position, the human resources department will send you the documents needed to start employment.

Complaints and appeals/feedback

Do you not agree with the results of the selection procedure? Do you want to give us feedback?

We will be happy if you help us improve our recruitment and selection procedure. We like to learn from our mistakes. Please write to us at complaints@jh-inst.cas.cz, and write a complaint/feedback.

Rozvoj kapacit ÚFCH JH, v.v.i. pro výzkum a vývoj (reg. No. CZ.02.2.69/0.0/0.0/ 16_028/0006251)



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