



Human Resources Strategy for Researchers (HRS4R)

The European Charter for Researchers

The Code of Conduct for the Recruitment of Researchers

at the University of Siegen

OTM-R Policy

August 2022

Human Resources Strategy for Researchers: OTM-R Policy

Embedded within the University of Siegen's updated Human Resources Strategy for Researchers (HRS4R), the University of Siegen is pursuing a comprehensive Policy of OTM-R (= Open, Transparent and Merit-Based Recruitment of Researchers) in accordance with the principles outlined in the Report of the Working Group of the Steering Group of Human Resources Management under the European Research Area¹ in 2015.

Advertising of Positions

All positions to be filled at the University of Siegen must generally be advertised publicly. Sufficient lead time should be allowed, approximately at least three months before the intended hiring. Exceptions to this obligation of public advertising can only be made in clearly defined circumstances (e.g., very short duration of available funding of less than six months) exhaustively detailed in the Recruitment Handbook. These clearly defined exceptions pertain to term-limited positions only; all permanent positions must be advertised.

The structure of job advertisements is the same for all personnel and is structured as follows:

- We are looking for
- Your tasks
- Your profile
- Our offer
- Your contact person

¹ https://cdn1.euraxess.org/sites/default/files/policy_library/otm-r-finaldoc_0.pdf

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When a hiring requirement is registered with the HR Department, this will provide a template for the respective position. The transparency and non-discrimination rules mandatorily governing the use of these templates are listed in the Recruitment Handbook.

Application Phase

Applications for all positions are made exclusively through the jobs portal (e-recruitment); there are no applications on paper or via e-mail etc. outside the portal. The job portal can be reached via the link <https://jobs.uni-siegen.de> and is integrated into the career site of the University of Siegen. It contains all open job advertisements and various search options based on defined search criteria.

Potential applicants can use the job portal of the University of Siegen to view all current job postings, to create a profile (which is necessary for applications), and to send us applications digitally via their profile. The candidate experience is characterized by service orientation and professionalism and actively binds applicants into the process from the very beginning. The simple operation from mobile devices (smartphones etc.) also offers convenience and modernity in the process of applying at the University of Siegen. The surface is also bilingual, i.e. candidates can select English or German at any stage.

Job adverts can be freely shared digitally, including individual adverts, but also whole categories (e.g. R1/R2 positions, “Wissenschaftliches Personal” = Academic Staff) or R3/R4 positions, “Professuren und Juniorprofessuren” = Professorships and Junior Professorships).

External advertising is encouraged, as is the posting of all English-language adverts on the European Union’s EURAXESS portal. An interface for this has been developed for the University of Siegen and is provided within the portal.

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At any stage in the process, the employee representatives are, within the strict confidentiality and data protection principles enshrined in their respective positions, able to access the portal and ensure the compliance with all rules protecting candidates and employees; this pertains to the Staff Councils (*Personalräte*) for all employees other than the professors; to the Equal Opportunities Office; and to the Representative of Disabled Employees.

Selection Phase

In the selection phase, all mandatory steps regarding non-discrimination have to be taken; this pertains especially to candidates with handicaps or impairments and detailed examples can be found in the Recruitment Handbook.

The Selection Committee is to be set up with mandatory gender parity. If this is not possible for objective reasons, the reasons have to be documented in the respective protocol within the portal, where they can be reviewed by the Equal Opportunities Officer.

The Selection Committee's tasks include

- appraising and preselecting of candidates (screening for shortlist) on the basis of the applications uploaded in the portal
- preparing and conducting the job interviews
- deciding upon the candidate(s), if any, to be hired

The decision is also to be documented transparently, based on the original criteria in the job advert, in the portal, thus safeguarding the merit-based nature (selection of the most suitable candidates according to merit relevant for the position at hand and irrelevance of other criteria) of the process.

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A catalogue of suitable, but also of expressly impermissible questions for the interview is maintained in the Recruitment Handbook.

Appointment and Onboarding Phase

The University is committed to enabling smooth mechanisms to complete the hiring and onboarding; checklists and tools are provided, including specialized ones for international/incoming applicants.

Feedback and Complaints Mechanism

All unsuccessful candidates will receive an outcome notification (rejection letter) before the appointment of the successful candidate. On request, unsuccessful candidates may receive feedback from the Selection Committee via the HR Department. Unsuccessful candidates can register complaints about the recruitment process to the HR Department at any time; this may cover technical issues as well as e.g. complaints pertaining to perceived deficits in the open, transparent, and merit-based character of the process, including perceived discrimination. The HR Department will send an individual reply in a timely manner, taking into account the limitations imposed by the federal “General Act on Equal Treatment” (*Allgemeines Gleichbehandlungsgesetz*).