



Hiring University Graduates for Research Departments

Article 1

Preamble

Article 51 of the Statutes of the Academy of Sciences of the Czech Republic imposes an obligation to hire staff for positions of university graduates in research departments on the basis of a selection procedure announced by the Director of the Institute.

Article 2

Selection Procedure Announcement

In accordance with this provision of the Statutes of the Academy of Sciences of the Czech Republic, I amend the rules for hiring university graduates for research and research-service groups as follows:

1. The head of a research or research-service group of the Institute shall inform the Director of the Institute of the intention to fill a vacancy with a university graduate no less than four weeks prior to the deadline for submitting applications on the PVYS51 form and ask the Director to announce a selection procedure.
2. The head of the group shall propose to the Director the composition of a three-member selection committee. The chairperson of the committee is usually the head of the group hiring the new member of staff.
3. The HR department shall ensure that the selection procedure is announced on the Institute's website in the "Vacancies" section at least three weeks prior to the deadline for submitting the applications. The announcement shall contain the job title of the vacancy, the name of the group, a brief description of the work required, the expected duration of employment, the deadline for submitting the applications, the requirements for professional qualifications, the main criteria for the selection of the candidate and any other requirements or offers of the employer. The applications are to be delivered to the address of the HR department of the Institute (this address will be clearly marked on the Institute's website in the "Vacancies" section).

Article 3

Selection Procedure

1. The Director shall appoint a selection committee.
2. The committee shall make a selection from the applications received; it shall enter the selection in the ZVYS51 form and recommend a candidate for hiring to the Director.
3. The HR department shall inform the candidates of the selection procedure results.

Article 4

Hiring a Member of Staff

The Director shall decide on the hiring of a new member of staff and his/her placement in a qualification category. The Director shall negotiate the salary and duration of the employment contract with the future employee, taking account of the proposal by the head of the group.

This order takes effect on the date of issue, replacing Director's Order No. 1/2008.

Prague, July 17, 2013

RNDr. PhDr. Zdeněk Hostomský, CSc.
Director

A Proposal Concerning the Filling of a Vacancy in a Research or Research-Service
Group with a University Graduate

Date:	
Code:	

Name of the group		
Job title		
Work description		
Anticipated commencement		
Duration of employment		
Education required		
Experience required		
Other requirements		
Special offer by the employer		
Deadline for filing the applications		
Proposed members of the selection committee	Chairperson	
	Member	
	Member	

The proposer's signature	
The Director's consent	

Date of delivery to the HR department	
Date of publication of the proposal on the website	
Number of applications received by the deadline	
Acknowledgement of the receipt of the applications by the chairperson of the committee	

The Minutes of the Selection Committee's Meeting Concerning the Filling of
a Vacancy in a Research or Research-Service Group with a University Graduate

Date:	
Code:	
For the group:	

Committee:

Members of the selection committee	Chairperson	
	Member	
	Member	

Candidate:

Name of the candidate	
Education	
Experience	
Proposed qualification category	

Results of the meeting:

The candidate has the required education	YES	NO
The candidate has the required experience	YES	NO
The candidate has the required knowledge	YES	NO
The candidate complies with further criteria:		
	YES	NO
The candidate is able to perform the work	YES	NO
The candidate is recommended to be hired	YES	NO

Chairperson of the committee

Member of the committee

Member of the committee

Decision of the Director:

Date:

Decision to hire	YES	NO
Placement in the qualification category		
Employment commencement date		
Duration of employment contract		
Salary		
The Director's signature		