



## **Hiring university graduates for research departments**

### **Article 1 Preamble**

Clause 51 of the Articles of Association of the Academy of Sciences of the Czech Republic imposes an obligation to hire staff for positions of university graduates for research departments on the basis of a selection procedure announced by the Director of the workplace.

### **Article 2 Selection procedure announcement**

In accordance with this provision of the Articles of Association of the Academy of Sciences of the Czech Republic, I amend the rules for hiring university graduates for scientific and service teams as follows:

1. The head of the scientific or scientific service team 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 filing applications on the PVYS51 form and request the Director to announce a selection procedure.
2. The head of the team shall propose to the Director the composition of a three-member selection committee. The chairperson of the committee is usually the head of the team hiring the new member of staff.
3. The HR department shall ensure that the selection procedure is announced on the Institute website in the "Vacancies" section at least three weeks prior to the deadline to file the applications. The announcement will contain the job title of the vacancy, name of the team, brief description of required work, expected duration of employment, deadline to file the applications, requirements concerning expert qualifications, 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 shown on the Institute website in the "Vacancies" section).

Article 3  
Selection procedure

1. The Director shall appoint a selection committee.
2. The committee shall select among the received applications, it shall register the selection in the ZVYS51 form and recommend a candidate to be hired by 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 assignment to qualification degree. The Director shall agree the wage and duration of the employment contract with the member of staff, taking account of the proposal by the head of the team.

In Prague on 2 January 2008

RNDr. Zdeněk Havlas, DrSc.  
Director

**Proposal concerning the filling of a vacancy in a scientific or scientific-service team with a university graduate**

Date:	
Code:	

Name of the team		
Job title		
Work description		
Anticipated commencement		
Duration of employment		
Required qualifications		
Required experience		
Other requirements		
Special offer by the employer		
Deadline to file applications		
Proposed members of the selection committee	Chairperson	
	Member	
	Member	

Signature of the proposer	
Consent of the Director	

Date of delivery to the HR department	
Date of publication of the proposal on the website	
Number of applications received by the deadline	
Confirmation of taking over the applications by the chairperson of the committee	

**Minutes of the selection committee's meeting concerning the filling of a vacancy  
in a scientific or scientific-service team with a university graduate**

Date:	
Code:	
For the team:	

**Committee:**

Members of the selection committee	Chairperson	
	Member	
	Member	

**Candidate:**

Name of the candidate	
Qualifications	
Experience	
Proposed qualification degree	

**Results of the meeting:**

Candidate has the required qualifications	YES	NO
Candidate has the required experience	YES	NO
Candidate has the required knowledge	YES	NO
Candidate complies with other criteria		
	YES	NO
Candidate is able to perform work	YES	NO
<b>Candidate recommended to be hired</b>	<b>YES</b>	<b>NO</b>

Chairperson of the committee      Member of the committee      Member of the committee

**Decision of the Director:**

**Date:**

<b>Decision to hire</b>	<b>YES</b>	<b>NO</b>
Qualification degree assigned		
Commencement date		
Duration of employment contract		
Wage		
Director's signature		