



E-RIHS ERIC Recruitment Procedures

Approved by the E-RIHS ERIC General Assembly on 27 May 2025

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Reference: Pursuant to Article 10 of the E-RIHS ERIC Statutes

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THE E-RIHS ERIC RECRUITMENT PROCEDURES

1. PURPOSE AND SCOPE

- a. The present rules are adopted pursuant to Art. 10 of the E-RIHS ERIC Statutes.
- b. The present rules define the criteria and modalities of the E-RIHS ERIC personnel recruitment, in implementation of general principles, also referring to European directives, of publicity, impartiality, effectiveness and efficiency, compliancy with economics principles, promptness.
- c. Recruitment procedures will have to be open and transparent. Personnel recruitment should not discriminate against the candidates in any way, without taking precedence over quality and competence criteria.

2. START OF THE RECRUITMENT PROCESS

- a. The start of the recruitment process takes place, upon decision of the Director General and considering the approved staffing needs, through the issuing of a vacancy notice.

3. VACANCY NOTICE

- a. The vacancy notice, to be written in a clear and easy way, shall contain:
 - The job title and description;
 - The name and description of the employer;
 - The place of work;
 - The duration of the contract;
 - The expected starting date of the contract;
 - The salary range (depending on experience and qualification);
 - The minimal requirements and expected skills;
 - The application procedure description (including a closing date for application, types of documents to submit, the requested format of the mentioned documents, method of sending the application and a contact person if there is any question);
 - The selection process description (more specifically, information concerning: the confirmation of application receipt by email, duration of the selection process);
 - The following mention about "equal opportunities policy": E-RIHS ERIC is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, age, health, disability, ethnic origin, nationality, sexual orientation, language, religion, opinion, belief, family ties, trade union activity, political activity or any other comparable circumstance.

4. PUBLICATION AND DISSEMINATION OF VACANCY NOTICES

- a. The vacancy notice is published in English and, possibly, also in the language of the country where the work for which the selection was announced takes place, for at least 30 days on a specific section of the E-RIHS ERIC's website, as well as those of cooperating research institutions and eventually on other relevant websites specialized in job offers (e.g., EURAXESS).
- b. In exceptional justified cases decided and motivated by the Director General, the abovementioned period could be reduced up to a minimum of 2 weeks.
- c. Advertising can also take place in the social media used by the E-RIHS ERIC as well as in newspapers or magazines. Vacancy notices can also be disseminated using specific mailing lists.

5. METHOD OF SENDING APPLICATIONS

- a. Applications must be submitted according to the procedures set out in the vacancy notice together with the CV. Applications and CVs that do not meet the requirements set out in the vacancy notice cannot be evaluated.
- b. Together with the application, the candidate attaches a declaration certifying:
 - to be in possession of the requirements indicated in the notice;
 - that they have no reasons for incompatibility provided for by current regulations or linked to interests of any nature with reference to the object of the employment relationship;
 - not to have had criminal convictions and not to be the addressee of measures regarding the application of prevention measures, civil decisions and administrative measures registered in the criminal record or in the equivalent register of the State hosting the selection;
 - the truthfulness of the declarations reported in the application/curriculum and the commitment to communicate any subsequent changes.
- c. The application or CV must also contain the candidate's authorization to process personal data pursuant to EU Regulation 2016/679 (GDPR).
- d. Applications must reach the E-RIHS ERIC in the manner and within the deadline indicated in the notice.

6. SELECTION COMMITTEE

- a. The selection committee is appointed by the Director General, and is composed by:
 - the President, of a higher level than that relating to the position covered by the notice, also chosen from among the E-RIHS ERIC's staff;
 - two experts, preferably external, with recognized ability and experience in the relevant sector;
 - the composition of the committee must represent at least two nationalities different from those of the statutory headquarters of the E-RIHS ERIC that announced the selection, chosen from among the E-RIHS ERIC's contributing countries.

- b. The functions of secretary, responsible for drafting the minutes, are carried out by an employee chosen from among the E-RIHS ERIC's staff, or by one of the experts provided for in the previous paragraph.
- c. Holders of political-institutional functions, members of supervisory bodies of the E-RIHS ERIC or anyone who finds themselves in other situations that may lead to conflicts of interest cannot be members of the committee. At least one third of the members of the committee, excluding the secretary, are female or male.
- d. At the end of the collection of applications, the committee examines the list of candidates admitted to the selection and proceeds to verify that there are no situations of incompatibility between the members of the committee and the competitors. This check and the related result are reported in the minutes. The existence of a cause of incompatibility gives rise to the dismissal of the member of the committee concerned.
- e. All information received during the selection process must be dealt with in the strictest confidence. Selection committee members have the responsibility not to share their access (electronically or otherwise) with other members of staff or E-RIHS ERIC external people.
- f. A member of E-RIHS ERIC's staff, explicitly appointed by the Director General for the selection procedure, will be responsible for verifying that the entire selection process is carried out in-line with the procedures, conducted in a professional manner, follow an agreed structure, and there is consistency in approach with all candidates.

7. PROCEDURE FOR CARRYING OUT SELECTIONS

- a. The selection takes place according to the methods indicated in the vacancy notice and is divided into the following phases:
 - evaluation of CV and qualifications as indicated in the vacancy notice;
 - oral interview concerning the experience and knowledge necessary for the professional profile sought, including psycho-aptitude evaluation regarding the soft skills required by the role.

8. ACTIVITIES OF THE SELECTION COMMITTEE

- a. All activities are carried out in compliance with the principles of fairness and equal treatment of candidates and are subject to minutes.
- b. The committee proceeds, once the verification of the non-existence of situations of incompatibility referred to in the art. 6:
 - the examination and evaluation of the CVs and qualifications presented;
 - the conduct of interviews provided for in the vacancy notice;
 - the evaluation of the results and the formulation of the selection results.

9. EXAMINATION AND EVALUATION OF THE CVS AND QUALIFICATIONS

- a. Members of the selection committee should review each application through an agreed evaluation template and select the top three or four applicants for an interview. After each member has reviewed all the applications, the selection

committee shall meet and discuss the choices they have made and reach a consensus around three or four applicants that will be interviewed.

10. INTERVIEW

- a. Invitations for interviews to the selected candidates shall be sent at least ten days before the interview and shall specify the time and place of the interview (if the interview is done by videoconference, the connection details should be provided) and what the candidate should prepare for the interview (i.e., a presentation, a paper, etc.).
- b. During the interview, each candidate should have the same amount of time to introduce themselves and answer the set of questions created by the selection committee.
- c. Interviews should be conducted in a professional and polite way.
- d. Committee Members are invited to discuss before the interviews on the structure, running order and the questions/broad areas of questioning for each Committee Member.
- e. Interview questions should explore all aspects of the selection criteria (technical and behavioral competencies) in the vacancy notice, and Committee Members should prepare them prior to the interviews.

11. EVALUATION CRITERIA

- a. The committee evaluates the CV and qualifications of each candidate. The evaluation is based on the overall valorization of the merit, experience and demonstrated skills of the candidate. It is based on a plurality of criteria identified by the committee at its discretion by taking into account the sought profile.
- b. The selection and evaluation system valorizes the experiences carried out in mobility, both inter-sectoral and geographical.
- c. The possession, to be ascertained through the interview, of the soft skills that are necessary depending on the professional role and organisational position held is subject to specific evaluation.

12. RESULTS OF THE SELECTION

- a. The selection committee draws up the merit ranking at the conclusion of the selection process.
- b. The Director General approves the merit ranking, together with all records, and announces the winners.
- c. The selection is valid to fill the position/s envisaged in the vacancy notice. The E-RIHS ERIC may use the results of the selection to fill further positions for 24 months following the date of approval of the selection procedure ranking, provided that there is a correlation between the role to be filled and the skills ascertained during the selection phase and there is equal economic treatment.
- d. In the event that the selected candidates renounce the position, the same may be offered to suitable candidates placed in subsequent positions in the ranking.
- e. The outcome of the selection is communicated to all candidates individually at the end of the selection procedure.

13. FINAL PROVISIONS

- a. This policy shall be reviewed by the General Assembly at a minimum every five years from the date of their adoption.
- b. Changes or amendments to this policy may be proposed by the Director General, to the Chairperson of the General Assembly at any time and be subject to voting.
- c. This policy shall come into effect on the day following the date of their adoption by the General Assembly.

GLOSSARY

Employee is the personnel directly recruited by E-RIHS ERIC.

Staff is the personnel working for the E-RIHS ERIC as a distributed research infrastructure, including the E-RIHS ERIC employee.

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