



Recruitment Procedure

ERATOSTHENES Centre of Excellence

EXCELLENCE RESEARCH CENTRE FOR EARTH SURVEILLANCE &
SPACE-BASED MONITORING OF THE ENVIRONMENT



ERATOSTHENES CENTRE OF EXCELLENCE

Recruitment Procedure

Note: This recruitment procedure can be changed at a later stage during which the ECoE will be in a more advanced stage (e.g. after the appointment of the HR Manager, administration manager, accounting and financial officer etc.)

1. PURPOSE

To create the framework which the Eratosthenes Centre of Excellence will follow for the recruitment of new employees; to establish recruitment procedures, which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised to ensure the integrity, transparency, equal treatment, and objectivity of the process of recruitment of new employees of the Eratosthenes Centre of Excellence is safeguarded.

2. SCOPE

Applies to all the ECoE recruitment processes excluding the process for the recruitment of Executive Committee members, researchers from the Cyprus University of Technology (CUT) who are included in the Excelsior H2020 proposal and will be transferred to the ECoE and other members who are included in the Excelsior proposal at the level of Coordinator or Manager or any other researchers/special scientists/staff from the Cyprus University of Technology (CUT) that will be employed at the ECoE; in the latter case, a justified documented suggestion to the Executive Committee is required.

3. DEFINITIONS

- “**ECoE**” means the Eratosthenes Centre of Excellence
- “**ECoE MD**” means the ECoE Managing Director.
- “**Executive Committee**” consists of five members, who include the Managing Director and four other members.
- “**Department**” means Thematic Clusters (Environment and Climate, Resilient Society, Big Earth Data Analytics, or Functional Areas (Infrastructure, Research, Educational and Entrepreneurship) or any other Office of ECoE.
- “**HR Manager**” The Human Resources Manager of ECoE

4. REFERENCES

- The European Code of Conduct for the Recruitment of Researchers

- ECoE Articles of Association
- Grant agreement No. 857510

5. RESPONSIBILITY

ECoE staff assigned to respective steps of the procedure below.

6. PROCEDURE

6.1. New positions as per the Organisational structure

The following procedure will apply for the recruitment of the new positions, as stated in the Organisational Structure (Appendix 1), excluding the Executive Committee positions, researchers from CUT who are included in the Excelsior H2020 proposal and will be transferred to the ECoE and other members who are included in the Excelsior proposal at the level of Coordinator or Manager or any other researchers/special scientists/staff from the Cyprus University of Technology (CUT) that will be employed at the ECoE; in the latter case, a justified documented suggestion to the Executive Committee is needed.

6.1.1. Job Position

A job description which includes the activities of the job and the attributes required for it should be prepared.

The job description should include:

- General information describing the job position and the title;
- The purpose of the job position in the organisation;
- The duties, responsibilities, and authority of the job position;
- The essential requirements of the job position (i.e. level of education, special qualifications, work experience, languages etc.);
- The person specifications i.e. definition of the critical competencies of each job position based on a scientifically proven valid competency framework;
- Information about reporting and supervision responsibility;
- Information for substitution by another employee within the organisational chart, if needed.

The Job Description must be prepared by the Executive Committee.

6.1.2. Publication

The Job Position together with the Job Description could be Internally and/or Externally posted following the approval of the Executive Committee.

The publication should have the specific characteristics of the Institute i.e. the Institute's logo and should be using distinct fonts and letter types. These characteristics should apply to all job publications.

Advertisements should give a broad description of knowledge and competencies required and should not be so specialised as to discourage suitable applicants.

Internal Postings:

For internal postings, the vacancy is announced and displayed on the internal network among other areas within the organisation, where all the employees can be informed about the available job placements.

External Postings:

External postings can take any of the following forms:

- Advertising in the local press and/or Job Portals;
- ECoE's or other consultant/partners' career websites and Social Networking platforms;
- Placement agencies and Professional bodies.

The Organisation is not bound to use both internal and external posting methods but rather give priority to the method it considers to be more efficient and effective (the above are considered as optional). It will apply its discretion as to which type it considers more appropriate for each position.

The publication either internal or external should last for no less than two weeks.

6.2. Procedures for the selection

6.2.1. Screening of Applicants

The Executive Committee, directly or through the engagement of an independent specialised firm, is responsible for the preliminary screening of the applicants. It should prepare a document where all the applicants' qualifications, experience and external activities are clearly set out. This should be a fact-based document. Candidates not meeting the requirements should be rejected.

During the initial screening phase the Executive Committee, directly or through the engagement of an independent specialised firm approved by the Executive Committee, may choose to use social media to check applicant qualifications, assess their professionalism and trustworthiness and reveal any negative attributes. Additionally, during the initial screening phase, the HR officer may ask for references from previous employers.

Candidates who get through the preliminary screening are shortlisted and invited for an interview by the Evaluation Committee.

6.2.2. Evaluation Committees

The Executive Committee will authorize an Evaluation Committee (5 members in which the Chairman is nominated by the Executive Committee) consisting of at least one member of the Executive Committee and at least one senior member of ECoE staff at the position of Manager, Director or Coordinator, or/and external advisors, or/and Principal Investigators

of the Excelsior H2020 Consortium, or/and Advisory Board members of the Excelsior & ECoE, to select/interview and suggest the hiring of ECoE staff.

If any of the members of the Evaluation Committee has a personal relation with any of the candidates to be interviewed, then it should be raised to the Evaluation Committee and in this case he/she shall be replaced with another Evaluation Team member.

6.2.3. Step 1: Interview & Decision & Suggestion by the Evaluation Committee

The Evaluation Committee, after having studied the candidate's dossier shall decide whether the candidate will be invited for an interview, for evaluation purposes. The decision shall be taken by majority vote. If the Evaluation Committee decides to evaluate the candidates, the evaluation committee shall invite the candidates for an interview.

The interview is carried out by the Evaluation Committee. The objective of the interview is to obtain the necessary information from candidates, so that the interviewers can evaluate the personality and the basic skills and characteristics that are relevant to the job position.

The initial interview can take any form the interviewers deem appropriate e.g. questions and answers, technical tests, etc., and can be with physical presence or remotely as considered appropriate at the time.

The Evaluation Committee should decide as to which of the candidates is the most suitable based on the CVs, application documents (dossier) and interview. This recommendation to the Executive Committee) should be clearly documented, and the criteria based on which the selection was made clearly explained. This recommendation to will be sent to the Executive Committee for the final decision.

6.2.4. Step 2: Recommendations of the Evaluation Committee to the Executive Committee for the final decision (Final interview is optional)

The Executive Committee will be presented with the recommendations of the Evaluation Committee and decide whether to proceed with the selection of the most suitable candidate based on the CVs and Evaluation Committees comments and suggestions whether to proceed with a final interview. This decision should be clearly documented, and the criteria based on which the selection was made, should be clearly explained.

The final interview should be a face to face interview or interview by teleconferencing as decided by the Executive Committee. The Interviewing committee will consist of three (3) members of the Executive Committee (at least three of its members or two of its members and an independent consultant) and/or any person deemed by the Executive Committee as relevant to participate in the interviewing process and the selected candidates.

6.2.5. Step 3: Job Offer

Once a candidate is selected, the Executive Committee should proceed with making an offer to him/her. At this tentative stage, the Executive Committee will consult an external advisor (legal, financial, or/and human resources) to proceed with the drafting of the Contract of Employment. The Managing Director should send the final contract to the successful candidate for review and signature.

The Managing Director is responsible for signing the final contract of employment on behalf of the Organisation.

A copy of the final contract of employment should be kept by the Organisation in the personal employee file and another copy should be given to the employee.

If the candidate declines the offer, then the Executive Committee should reconvene to decide on the next steps. The Executive Committee should decide whether it will start the recruitment process again or whether it should make an offer to the second-best candidate.

Once the procure is terminated and the successful candidate signs the contract of employment the unsuccessful candidates should be informed of the Organisation's decision via a formal letter. The letter should be prepared and sent to the unsuccessful candidates no later than two weeks after the procedure is closed. This is the responsibility of the Managing Director or the Human Resources Manager or the Chief Operating Manager.

6.3. Recruitment of Subject Matter Experts (SMEs) on a temporary contract

In the case where the Organisation needs specialised expertise directly related to the assignment and execution of a project, it can proceed with the appointment of a Subject Matter Expert (SME) without following the formal procedure described above. The appointment should be for a specific time frame and should be related to a specific project. The nature of this appointment should be on a contract basis.

6.4. Appeal procedure

An Appeal Committee shall include at least one Executive Committee member that was not part of the Evaluation Committee (and was not excluded due to conflict of interest) and the HR Manager or any other ECoE staff at the position of manager, coordinator, or director.

Applicants who consider that their interests have been prejudiced by any decision related to the selection procedure may submit a request for review in writing to the Managing Director or Human Resource Manager, stating the reasons for the request quoting the reference of the recruitment procedure.

6.5. Other principles

Candidates for research or administrative positions should be informed, prior to the selection, about the recruitment procedure and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection procedure about the strengths and weaknesses of their applications.

The selection procedure should take into consideration the whole range of experience of the candidates. For researchers, while focusing on their overall potential, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not

only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching (if applicable), supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development, or inventions.

7. RECORDS

Checklist for requirements of position _ F-HRE-001-01

CVs Summary table (pre-interview) _ F-HRE-002-01

Evaluation Form (Interview) _ F-HRE-003-01

8. APPENDICES

Appendix 1: Organisational Chart

