

**Measure of the Director  
of the Central European Institute of Technology of Masaryk University  
No. 2/2023**

## RULES OF SELECTION PROCEDURE AND RECRUITMENT PROCESS

*(effective as of 13 February 2023)*

*Pursuant to Art. 7.4 g) of the Rules of Organization of the Central European Institute of Technology of Masaryk University and pursuant to the in accordance with the Rules of Selection Procedures for Filling the Positions of Academic Staff and Other Employees of Masaryk University, I hereby issue the following Measure:*

### Section 1

#### Subject Matter and Introductory Provisions

- (1) This Measure constitutes an implementation regulation to the [The Masaryk University Selection Procedure Regulations](#) (hereinafter referred to as "Regulations") and regulates in more detail the conditions of selection procedures and the rules of the recruitment process for filling the positions of tenured employees at the university institute CEITEC MU (the "Institute").
- (2) This Measure of the Director of CEITEC MU (the "Measure") implements the [Recruitment Policy<sup>1</sup> of CEITEC MU](#) which is binding and determines the rules and selection procedure for recruitment of employees at CEITEC MU.

### Section 2

#### Advertising the Selection Procedure

- (1) Selection Procedures are advertised by the Director of CEITEC MU.
- (2) Selection Procedures are advertised when filling any positions, unless it is decided to waive the selection procedure in accordance with Chapter 5.3 of the [Recruitment policy<sup>1</sup>](#).
- (3) The mandatory requirements for the announcement of a selection for individual positions are set out in Article 3 of the [Regulations](#) and in Chapter 9 of the [Recruitment policy<sup>1</sup>](#).
- (4) The responsibilities of individual CEITEC MU employees within the scope of the selection procedure are described in Chapter 8 of the [Recruitment policy<sup>1</sup>](#).
- (5) The draft advertisement is prepared by the head of department in cooperation with the HR manager on the basis of a binding template for the given position. Templates for creating advertisements are saved on the document server [Document Server CEITEC \(muni.cz\)](#)

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<sup>1</sup>[https://is.muni.cz/do/ceitec/uredni\\_deska/politiky\\_a\\_koncepcce/CEITEC-MU\\_Recruitment\\_Policy\\_Final\\_2020-11-24\\_Approved.pdf](https://is.muni.cz/do/ceitec/uredni_deska/politiky_a_koncepcce/CEITEC-MU_Recruitment_Policy_Final_2020-11-24_Approved.pdf)

- (6) The announcement is always published on the website of MU and on the website of CEITEC MU. For administrative positions, the selection is also published on the portal jobs.cz. For scientific positions, publication on Euraxess and EU-LIFE is required.
- (7) Paid scientific portals and advertisements on such portals are covered from the budget of the relevant research department. Other possible advertising, e.g. on social media, is always carried out according to the agreement with the head of the department for which the selection is announced.

### Section 3

#### Selection Procedure

- (1) As a standard, applications for the selection are submitted via the e-application form in the particular advertisement, by applying via the job portal, or by contacting the HR department by email at [HR@ceitec.muni.cz](mailto:HR@ceitec.muni.cz).
- (2) Applications submitted in the selection procedure are stored in the INET system, which is accessible to the members of the selection committee concerned and serves as a shared space for the evaluation of individual candidates by the members of the selection committee.
- (3) The number and sequence of individual rounds of the selection procedure shall be determined by the head of department in consultation with the HR manager, at the latest before the deadline for submission of applications for the selection.
- (4) Possible instruments that can be used within the scope of the selection procedure are:
  - a) personal interview;
  - b) special test to verify professional or linguistic competence;
  - c) finding references for the candidate;
  - d) visiting the workplace to get a more specific idea of the job and to meet potential colleagues;
  - e) public lecture with a discussion.
- (5) In the course of the selection procedure, partial or full use of means of distance communication is possible in all rounds.

### Section 4

#### Rules for the Establishment, Proceedings and Decisions of the Selection Committee, Duties of its Members

- (1) The members and the chair of the selection committee shall be appointed by the advertiser taking into account their professional competence and the gender balance within the committee, at the latest by the deadline for the submission of applications.
- (2) The selection committee must consist at least of two members, unless otherwise defined in the [Recruitment policy<sup>1</sup>](#) for the given position. In the case of selection procedure for a regular (non-managerial) position, the head of the department for which the selection procedure is announced is usually the chair of the committee; a representative of the HR department is a mandatory member. In the case of selection procedure for managerial positions, the Deputy Director for Research shall be the chair of the committee for the position of the head of research department; the Deputy Director for Research Infrastructure for the position of the head of core facility; and the Deputy Director for Administration for the position of the head of administration department.
- (3) The committee constitutes a quorum if at least two of its members are present, including the chair. The committee shall decide on the acceptance of its conclusions on the selection of successful and unsuccessful candidates and their ranking by vote. The committee shall vote to rank the successful candidates, with the most suitable candidate being placed first. The decision requires the consent of a simple majority of the committee members. In the event of a tie vote, the chair's vote shall be decisive.

- (4) It is mandatory for committee members to undergo training regarding the rules and procedure of the selection, which is in accordance with the principles of the CEITEC Recruitment Policy (OTM-R Policy). The head of HR Department is responsible for keeping records of persons who have received training.

## Section 5

### Communication with the Candidates

- (1) The candidate is informed of the acceptance of their e-application by an automated response on the day of receipt of the e-application; the HR manager informs them of the acceptance of their application in another form within five working days of its receipt.
- (2) The HR manager informs the candidates of any formal defects in the application without undue delay. In such a case, the information shall include an instruction to supplement the application no later than by the deadline for the submission of applications.
- (3) The HR manager informs all candidates of the outcome of the first round of the selection procedure as soon as possible, in any event within ten working days at the latest. Successful candidates are also informed about the further course of the selection procedure, including the expected composition of the committee.
- (4) In the event of an extension of the deadline for submitting applications to the selection procedure or cancellation of the selection procedure, the HR manager shall inform all candidates of this fact within ten working days of the decision.
- (5) The HR manager shall inform the candidates of the selection procedure results within five working days of its completion. Candidates shall also receive feedback on their participation in the selection procedure.

## Section 6

### Closing the Selection Procedure, Lodging of Complaints

- (1) The selection procedure is closed with the decision of the advertiser on the result of the selection. The advertiser shall confirm the conclusions of the selection committee, which shall form part of the record of the selection procedure, and shall this close the selection procedure. At the same time, the advertiser has the right to disagree with the conclusion of the committee. In the event that the decision of the selection organizer on the selection result differs from the committee's conclusions on the ranking of the successful candidates, the advertiser shall not confirm the conclusions of the committee and shall provide reasons for its decision in writing, including its own proposal for the ranking of the candidates.
- (2) The selected candidate will receive a job offer, which will be prepared by the HR manager in cooperation with the head of the given department. Should the candidate refuse the job offer, negotiations with the next candidate in line shall be initiated. If none of the recommended candidates accepts the job offer, the selection shall be closed without filling the position. To fill the position, a new selection must be announced in accordance with this Measure.
- (3) Filling of all vacancies shall be published within ten days of the validity of the legal act establishing or changing the relevant employment relationship in the public section of the MU website, including those for which the selection procedure has been waived.
- (4) Candidates have the right to lodge a complaint regarding the conduct or outcome of the selection procedure. The complaint may be lodged between the date of the selection announcement and thirty days after the end of the selection procedure by e-mail to: [HR@ceitec.muni.cz](mailto:HR@ceitec.muni.cz).

## Section 7

### **Selection Documentation and Monitoring**

- (1) A written record of the course of the selection procedure shall be drawn up, which must specify the composition of the selection committee, the list of candidates, the course of individual rounds of the selection, including the identification of successful candidates, the selection result and the decision of the selection organizer. The record is prepared electronically in the INET application.
- (2) The head of the HR Department is responsible for monitoring and reporting on selections. The monitoring includes data relevant to the period in question in the area of selections and is presented in summary form, usually once a year, to the Institute's management as part of regular management reporting. Monitoring includes data by gender/sex.
- (3) The HR manager is responsible for keeping of records and related documentation relating to selections in accordance with the MU document retention policy.

## Section 8

### **Final Provisions**

- (1) The Head of the HR Department shall be responsible for the interpretation of individual provisions of this Measure.
- (2) The Deputy Director for Administration is appointed to supervise the observance of this Measure.
- (3) This Measure shall become valid as of the execution date hereof.
- (4) This Measure shall become effective as of 13 February 2023.

In Brno

*Jiří Nantl*  
*Director*