

**Order no 13/2018  
of the Director  
of the Nencki Institute of Experimental Biology  
of the Polish Academy of Sciences  
dated 13th June 2018**

*Regarding: implementation of the Procedures and rules of open, transparent recruitment of scientific staff members at the Nencki Institute of Experimental Biology of the Polish Academy of Sciences (OTM-R)*

For the purpose of assurance of uniform, high standards of recruitment of scientific staff members, it shall hereby be resolved as follows:

§ 1

„The Procedures and rules of open, transparent recruitment (OTM-R) of scientific staff members at the Nencki Institute of Experimental Biology of the Polish Academy of Sciences” shall be hereby implemented.

§ 2

The Regulation shall take effect from the date of this document.

Addendum:

1. „The Procedures and rules of open, transparent recruitment (OTM-R) of scientific staff members at the Nencki Institute of Experimental Biology of the Polish Academy of Sciences”.

the Director of the Institute



Professor Agnieszka Dobrzyń

Recipients: in accordance with the mailing list



HR EXCELLENCE IN RESEARCH

**Procedures and rules of open, transparent and merit-based recruitment (OTM-R) of research workers at the M. Nencki Institute of Experimental Biology, Polish Academy of Sciences**

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# Part I

## Introduction

The M. Nencki Institute of Experimental Biology of Polish Academy of Sciences is currently the largest non-university biological research centre in Poland. It is engaged in deepening, spreading and consolidating biological knowledge in order to meet the contemporary challenges of the Polish society. The high quality of externally financed research, excellent publishing achievements and strong international ties make the Nencki Institute equal to the leading biological institutions in Central and Eastern Europe.

The Nencki Institute is the first research institution in Poland to receive the prestigious HR Excellence in Research award, which means that the Nencki Institute is following the guidelines of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

The Nencki Institute has established recruitment procedures which are open, effective, transparent, supportive, internationally comparable and tailored to the post in question.

The OTM-R (Open, Transparent and Merit-based Recruitment for Researchers) policy is a supplement to the document known as the *Resolution of the Scientific Council of the Nencki Institute of 26<sup>th</sup> February 2016 concerning the method and procedure of conducting competitions for scientific positions*, which was adopted on the basis of the provisions of the Polish Academy of Sciences (**Appendix 1**). This document contains precise criteria and knowledge which should be possessed by candidates applying for scientific posts at the Nencki Institute.

Recruitment for IBD Doctoral Studies shall take place in accordance with the IBD Doctoral Studies Regulations ([link](#)) and shall be in accordance with the assumptions of this document.

This document provides assumptions and detailed guidelines for the various elements of the recruitment process, such as:

- job advertisements and reception of applications
- selection committees
- selection of candidates: analysis of submitted documents
- initial classification and interviews
- preparing a report/ a note from the competition procedure

- taking decision on employment
- feedback
- system of handling complaints

## Job advertisements and reception of applications

The Nencki Institute ensures that job advertisements contain an in-depth description of the required knowledge and qualifications and that they are not too specialised or dissuasive for potential candidates. The advertisements also contain a description of the conditions and risks associated with the job and the opportunities for professional development.

Before selection, candidates shall be informed of the recruitment process and the selection criteria, the number of vacant posts and prospects for professional development.

The time between the vacancy notice or the call for applications and the closing date for applications should be realistic, i.e. it should allow interested candidates to prepare and submit the necessary documentation.

During the first stage, the head of the organisational unit / grant submits an application to initiate the recruitment process (**Appendix 2**), on the basis of which a job advertisement is prepared.

In accordance with the principles of "Recruitment" and "Transparency" of the Code of Conduct for the Recruitment of Researchers (<https://www.euraxess.pl/pl/poland/pracodawcy/karta-i-kodekspracodawcy>), the Nencki Institute includes in its job advertisement (**Appendix 3**) information on the following:

- organisational and competition unit
- name of the post, its specification and date of job commencement
- professional profiles of researchers (R1-R4)<sup>1</sup> with appropriate „required” and “desired” competence
- selection criteria including knowledge and professional experience

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**R1 Scientist at first stage** (until completing doctor studies)

**R2 Recognised scientist** (a person with a title of a doctor or its equivalent, who is not fully independent scientific worker)

**R3 Experienced scientist** (an independent scientist)

**R4 Leading scientist** (a scientist leading in his research field)

- number of posts
- work conditions, place of work, benefits (salary, other allowances, etc.)
- type of contracts
- possibility of professional development
- procedure and date of application
- contact data

If necessary, the deadline for receipt of applications shall be at least two weeks after the publication of the advertisement, including public holidays. All vacancies are published on the website of the Nencki Institute <http://en.nencki.gov.pl/job> in the bookmark "praca". (Polish and English version), on the EURAXESS portal <https://euraxess.ec.europa.eu/jobs/search> and (if necessary) also on the websites: National Science Centre <https://www.ncn.gov.pl/baza-ofert/> and Ministry of Science and Higher Education <http://www.bip.nauka.gov.pl/nabor-kandydatow-do-jednostek-podleglych-pan-oraz-instytutow-badawczych/>.

All candidates who meet the formal criteria will receive an e-mail confirming that their application has been received, together with information about the next steps in the recruitment process, including an indicative timetable (including the duration of the interview and the date of the meeting).

The Nencki Institute is committed to giving you enough time to organise your journey and prepare in good time for the interview. All applicants shall be informed, by electronic means (e-mail), of any substantial change or delay in their recruitment process.

## **Selection committees**

The selection committees at the Nencki Institute have a diverse range of expertise and competences. Wherever possible and practicable, an appropriate gender balance, the diversity of the scientific disciplines they represent, the criterion of nationality differentiation and their relevant experience shall be used to evaluate candidates for membership.

In line with the 'Selection' principle of the Code of Conduct for the Recruitment of Researchers, selection committees are set up for all profiles of researchers (R1-R4).

Selection committees shall be independent, have no conflict of interest and shall take objective and evidence-based decisions. In selecting the composition of the committee, the principle of diversity shall, as far as possible, be applied so that it can meet the following criteria:

- minimum three members,
- gender balance (not less than one third of the people of one gender can be in the committee),
- the involvement in all external committees of at least one expert from the various units of the Nencki Institute,
- to involve international experts with a thorough knowledge of the language(s) in which the selection process will be conducted,
- the members of the selection committee must have proven experience, qualifications and competence in the field in which the candidate is being assessed.

## **Selection of candidates**

Candidates submitting an application must submit the following documents:

- a scientific CV containing a list of publications,
- a letter of motivation,
- evidence of formal qualifications,
- a certificate of completing courses,
- references and qualifications from previous employers and/or supervisors and/or co-workers

The selection committee will examine the applications in terms of their form and substance. When analysing documents, particular attention shall be paid to

- educational background of the candidate
- career path,
- experience in the field concerned, including publications,
- qualifications (courses, diplomas),

- the frequency of the change of position.

The Nencki Institute observes the principles of the Labour Code, in particular Article 183a, paragraph 1, which states that "Employees should be treated equally as regards the establishment and termination of employment relationships, conditions of employment, promotion and access to training in order to improve their professional qualifications, in particular regardless of sex, age, disability, race, religion, nationality, political opinion, trade union membership, ethnic origin, religion, sexual orientation, as well as regardless of employment for a definite or indefinite period of time or on a full-time or part-time basis".

The principle of non-discrimination is respected at every stage of recruitment, from the moment of publishing the job advertisement, right through to the establishment of an employment relationship, for the period of its duration, until the moment of its termination. Employees shall be treated equally and appropriately at each stage, without exception.

Examination of the application files will be followed by a pre-selection exercise in which candidates are divided into two groups: those who are shortlisted for further recruitment and those who are rejected.

## **Conducting interviews and taking decision about employment**

Good preparation is the basis for a professional interview. Before the interview, the members of the selection committee will carefully read the candidates' CVs, noting any relevant information relating to the requirements set out in the job advertisement, including matters of concern. The selection committee shall, as far as possible, endeavour to ensure that interviews are carried out in accordance with a pre-established timetable. Questions asked in the course of an interview must always relate to specific situations, actions or examples. The Institute shall make every effort to ensure that its offers are attractive and that they meet the requirements laid down for candidates.

The procedure for selecting candidates shall be open, competitive and non-discriminatory. All candidates should be treated equally and in the same way. Article 221(1) of the Labour Code stipulates what information an employer may require of a candidate, namely: first name(s), surname, date of birth, address of residence (for correspondence), education and the course of previous employment. The recruiter may



not ask personal questions about, for example, marital status, parental plans, religion, illness, etc., nor may he ask any other questions.

The interview will normally consist of a pre-presentation by the candidate (e.g. recent/present studies, plans for the duties to be carried out) and an interview with the Committee's Members.

The selection process takes into account all the candidate's previous professional experience and is based on a wide range of criteria. In the case of a candidate with diverse scientific experience, the Selection Committee may focus on the selected achievements. Depending on the profile of the post, the selection committee will assess:

- ability to raise funds;
- experience in managing research projects; organisational capacity/experience;
- managerial predisposition and mentoring;
- teamwork;
- research activities;
- international portfolio (mobility is an important part of academic careers. The Nencki Institute appreciates this experience in the process of selecting candidates and internal promotions;
- creativity and level of independence;
- transfer and exchange of knowledge;
- language skills;
- the coherence of contributions

## **Preparation of a report**

After interviewing, discussing and voting on each candidate, the committee decides whether or not to recommend them. The committee shall draw up a minutes of the interviews conducted (**Appendix 4**), accompanied by the questionnaire assessing the applicant (**Appendix 5**).

Information on the recruitment process and its results is available on the Institute's website: <http://www.nencki.gov.pl/praca>.

## **Feedback**

Information on the completion of the recruitment process is sent to all candidates who have met the formal criteria. The expression of thanks for taking part in the recruitment process is a principle that must always be observed. An e-mail to each candidate is an expression of respect for those who have devoted their time to contacting the Institute.

The feedback is based on the candidate's evaluation questionnaire and includes information on the maximum score obtained by the person(s) recommended for employment.

A negative decision will be taken on candidates who are not short-listed, as will be seen from the interview. Each candidate is treated on an individual basis, and in the event of a negative decision, the strengths of the candidate and the areas of specialisation are highlighted, which do not necessarily go hand in hand with the interests of the Nencki Institute.

A negative decision is an indication which supports the candidate in the development of particular competences and skills, as well as facilitating his/her taking up employment in another area of activity.

Candidates who receive such a decision may feel that they are treated professionally and that their frustration caused by the refusal is minimised by explaining the reasons for the rejection. Such a way of building relations with candidates and creating the image of the Nencki Institute is considered to bring about image benefits (employer branding).

## **System of handling complaints**

The Nencki Institute provides a procedure for handling complaints submitted by candidates who feel that they have been treated unfairly or improperly. Any candidate who has reservations about the progress of the selection process and has doubts about the evaluation added by the committee may appeal to the Director of the Institute, to the extent of the rejection decision he has received. Each case is examined on its own merits.

## Part II

### Detailed guidelines for selection committees

The selection committee plays an extremely important role in recruiting, evaluating and recommending the most qualified candidates to the Nencki Institute. The members of the selection committee are often the first members of the Institute's staff you meet in your career. During the recruitment process, in accordance with the policy and procedures of the Nencki Institute, each member of the committee shall have the opportunity to represent the Institute as a diverse and friendly community.

#### Composition of selection committees

In accordance with the *Resolution of the Scientific Council of the Nencki Institute of 26<sup>th</sup> February 2016 concerning the determination of the method and procedure of conducting competitions for scientific positions*, the Selection Committee is composed of at least three members. They are appointed by the Director of the Nencki Institute each time. The same applies to the chairperson of the Committee. The committees shall be compulsorily composed of: The Director of the Institute or his representative, the Chairperson of the Scientific Council or his representative and the head of an organisational unit of the Institute or of the grant applying for employment or any other person indicated by him. In the case of non-scientific positions, the committees shall be appointed by the grant manager or the head of the applicant unit.

The composition of selection committees may vary according to the type of post for which the candidate is applying. The composition of the selection committee is crucial to the broad and complete search of a candidate, so it should:

- be composed of persons from different backgrounds, perspectives and areas of expertise,
- be made up of persons with knowledge in the relevant field and technical expertise to effectively assess the qualifications of the applicants.

#### Committee's members

If a member of the committee knows a candidate or has a conflict of interest with him, the member of the committee is obliged:

- to inform the chairperson and the other members of the committee of the nature of such acquaintance; and
- if he is unable to select candidates objectively and fairly, to leave the committee; or
- with the agreement of the chairperson and the other members of the committee, to refrain from any evaluation of or participation in any interview concerning the candidate whom he or she knows.

This situation shall be recorded in the minutes of the meeting of the committee.

### Duties of the committee

The selection committee is responsible for recruiting candidates, assessing candidates, participating in the interview and recommending the final selection. Members of the committee should be available to participate fully and consistently in the whole recruitment process and to perform the duties assigned to them by the chairperson of the Committee.

### Confidentiality

Committee members must maintain absolute confidentiality in order to protect candidates' privacy and the integrity of the entire recruitment process. Each member of the committee shall be responsible for maintaining the confidentiality of the information obtained in the selection process and shall not divulge any information concerning the search for candidates to persons who are not members of the committee.

### Recruitment

The selection committee shall be responsible for adhering to the requirement of the Institute to demonstrate 'acting in good faith' in order to diversify the range of candidates by actively recruiting for open posts. In addition, the recruitment plan should include strategies to attract qualified and diverse candidates.

All members of the selection committee should be actively involved in the implementation of the recruitment plan, including the use of professional contacts, establishment of formal and informal contacts, use of non-traditional advertising methods such as online publications, raising awareness of vacancies among members of professional organisations and participation in conferences.

In addition, the members of the selection committee should be familiar with the specific recruitment requirements of the post in order to be able to define recruitment strategies and ways of attracting underrepresented races and sexes.

### Candidate assessment

Before familiarizing themselves with the applications submitted, members should discuss and establish the criteria to be used to assess all qualifications. When assessing the applications submitted, the members of the committee should take into account only predefined requirements. All candidates must be objectively checked against the same criterion.

There is no limit to how many candidates the committee should interview. Only candidates who meet or exceed the minimum qualification requirements may be considered for further recruitment and 'interviewed'.

### Guidelines for candidate assessment

The assessment of candidates should be objective and fair, based solely on the requirements set out in the job description/advertisement, the quality of the material provided and the interview process.

Good practices that counterbalance the effects of bias tendencies include:

- learning about prejudices and assumptions and to seek to reduce their impact on the assessment of candidates,
- developing criteria for assessing candidates and apply them consistently to all candidates,
- devoting sufficient time to the evaluation of each candidate,
- assessing the entire application of each candidate and not relying on just one element, such as the prestige of the university where the postdoctoral internship was held or the letters of recommendation,

- a statement of the reasons for the decision to reject or accept the applicant on the basis of the information given in the application file concerning his or her qualifications,
- periodic assessment of committee decisions to determine whether under-represented groups are being taken into account in recruitment and whether prejudices and assumptions influence decisions.

## Interview

All members of the committee should take part in all interviews<sup>2</sup> in order to assess each candidate objectively and consistently. Before conducting each interview, all members of the committee should discuss the purpose(s) of the interview, the main issues and areas to be addressed during the interview, the agenda of the interview and the arrangements for each candidate. Questions asked during the interview must be work-related and key to determining the qualifications for the position.

Committees should develop a basic set of questions for all candidates. These questions should be answered exhaustively in order to be able to assess the candidates' qualifications and make an objective comparison. In the interests of fairness, interviews should be conducted in a uniform manner so that candidates have an equal opportunity to present themselves. Members of the committee must be aware that certain questions are illegal and should not be asked in an interview. All persons involved in the interview process should be made aware of the inappropriateness of certain topics and questions<sup>3</sup>. In addition, please note that questions that are inappropriate or illegal in a formal interview are also inappropriate and illegal if they are asked in a less formal interview with a candidate.

## Recommendation of final candidates

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Except for the situation described in the minutes of the proceedings of the committee concerning the private acquaintance of the member of the committee with the candidate and/or conflict of interest

3

Article 221(1) of the Labour Code stipulates what information an employer may require from a candidate, namely: first name(s), surname, date of birth, address of residence (for correspondence), education and the course of previous employment. The recruiter may not ask personal questions about, for example, marital status, parental plans, religion, illness, etc. , nor may he ask any other questions.

During the assessment of the candidate's application, the members of the selection committee will use the form 'Candidate Assessment Questionnaire'. (Appendix 5) describing and standardising the scope and model of the candidate's assessment.

In the minutes (Appendix 4), at the end of the interview, the committee should indicate the candidate(s) recommended to the Director of the Institute for recruitment. Depending on the guidelines for the committee, the recommendation may be in the form of a ranking list and may include an explanation of the candidates' strengths and weaknesses in relation to the qualifications for the position.

Applicants who are not selected should be informed as soon as this decision has been taken and, if possible, before the selection process is completed.

Candidates on the recommended list for possible employment will be notified of the rejection decision as soon as the highest ranked candidate has officially accepted the job offer

## **Guideline for candidates R1 i R2 – interview**

**R1 Scientist at first stage** (until completing doctor studies)

**R2 Recognised scientist** (a person with a title of a doctor or its equivalent, who is not fully independent scientific workers

Try a test interview by answering common questions and getting tips on how to answer.

### **What skills should scientists have?**

Although this is not an exhaustive list, the list below may provide an overview of the skills/competencies that employers interviewing research positions may seek.

1. Reliability - careful identification of the situation when using the available resources  
guaranteeing the reliability of the data, facts and information presented.
2. Punctuality - taking care to meet the deadlines se concerning tasks performed. Performing tasks within the deadline set by the superior. Performing duties in an efficient manner.
3. Planning and organisation of work - planning of activities and organisation of work to perform tasks. Precise definition of objectives, responsibilities and time

frames for action. Prioritising action, using time efficiently, developing detailed and feasible short and long term plans.

4. Ethical attitude - performance of duties in a fair and focused manner. Taking care of good reputation. Conduct in accordance with professional ethics.
5. Expertise - knowledge in a specific field that is a prerequisite for appropriate substantive level of the implemented tasks.
6. Ability to operate equipment - an appropriate level of knowledge and skills necessary to use laboratory equipment
7. Knowledge of a foreign language - knowledge of English and other foreign languages at a level appropriate to the tasks performed, allowing for:
  - reading and understanding documents,
  - writing documents,
  - understanding others,
  - speaking in a foreign language
8. Self-development, skills upgrading - ability and willingness to learn, to supplement knowledge and to raise qualifications, to always have up-to-date knowledge, participation in training courses, seminars, workshops, etc.
9. Verbal communication - formulating statements in a clear and concise manner: speak concisely, clearly and precisely, choosing the style, language and content of the speech according to the audience, providing comprehensive and factual answers, even to difficult questions, use of concepts appropriate to the type of subject being dealt with work in progress.
10. Ability to work in a team - implementation of tasks in a team, by helping and advising colleagues when needed, understanding the purpose and benefits of performing tasks together, not competing with other team members, making constructive proposals to improve team performance, actively listening to others, inspiring trust.
11. Independence - ability to search and gain independent information, drawing conclusions and proposing solutions in order to performing the task assigned.



12. Initiative, ability and willingness to identify and communicate areas for change, to initiate and take responsibility for action, to speak openly about problems, to explore their origins and to propose solutions
13. Information management - obtaining and transmitting information that may influence planning or decision making process, by providing information to persons for whom the information will be of material assistance in their tasks, reconciling planned changes with persons for whom it is of material importance.
14. Resource management - deployment and use of financial and/or other resources as appropriate, e. g. by identification and acquisition of resources, allocating and using resources in a time and cost-efficient manner , control resources required for effective operation.
15. Result-orientation - achievement of objectives by bringing actions to a conclusion, by setting priorities for action, identifying critical, particularly difficult tasks, that may be of crucial importance, defining ways to measure progress in the implementation of tasks, taking responsibility during the implementation of tasks and fulfilling commitments, understanding the need to solve problems and completing actions undertaken.
16. Creativity - using skills and imagination to create new solutions to improve work processes, by distinguishing and identifying links between situations, using different existing solutions to create new ones, being open to change, finding and creating new ideas and methods, initiating or finding new opportunities or ways of doing things, exploring different sources of information, using available technical equipment, encouraging others to propose, implement and refine new solutions.
17. Analytical skills - skilful hypothesis making, drawing conclusions by analyzing and interpreting data, i.e.: distinguishing relevant and irrelevant information, making systematic comparisons of various aspects, interpreting data from documents, studies and reports, applying procedures of conducting research and collecting data corresponding to the problems faced, presenting data and conclusions from the conducted surveys in an optimal way, using appropriate tools and technologies (including computer applications) in order to solve a problem/task.
18. Critical approach to hypotheses and results - careful interpretation of literature data and own data, regular discussions and attempts to falsify hypotheses by searching for counter-arguments, careful selection of research and control analyses.

## Preparation to an interview

Preparing for an interview is the key to success. Careful planning and preparation will result in a less stressful interview.

- Carefully review the area of your career** for the requirements of the job you are applying for.
- Think about **why you are interested in this position and in this employer**: enthusiasm is important, not general arguments.
- Read your application form again** as if you were the interviewer. Try to **anticipate the questions you might hear and try to answer them**. Think about the uncomfortable issues that can be raised and how you can deal with them.
- Prepare the questions you will ask** the interviewer.
- Plan your trip in advance**. Take into account the extra time in case of traffic jams or train delays.
- Dress** neatly and elegantly.
- Take a small, clean **notebook** and pen with you to keep track of the important information you can obtain from the interviewer during and after the interview. Write down the questions you were asked to prepare a better answer to those questions that did not go well enough.
- Find out about your employer** - below a list of information about your employer that can be found on the employer's website or through Google.
  - o How big is the organisation?
  - o When was it set up?
  - o What is the profile of its activities? Which areas of activity are of interest to you?
  - o What is its reputation or image?
  - o Who are its biggest competitors?
  - o Where is it?
  - o What is its organisational structure like?
  - o What are its plans and visions for the future?
  - o What is its organizational culture like?
  - o What training, development and evaluation does it offer?

## Your projects

Be prepared to answer any questions you may have about your research projects. Carefully review your project and all relevant topics. Make sure you know your project, because many questions will be about it.

- Why did you choose such a project? What did you get out of it? What did you like least about it? How did you achieve it? Bring your results to life.
- How did you prepare the project? What did you learn from it? What would you do differently next time?
- How did you get to grips with it? How did you organise your work?

## Examples of questions to the interviewer

Below are just a few ideas for questions - you should not ask them all and it is better for you to come up with questions yourself that are right for you and the job you are trying to do. Make sure you have carefully searched for information about your employer so that you do not ask questions about issues that you should already know from public sources.

- Is it easy to find accommodation in this area?
- What is a typical career path for this position?
- Will I work in a team? If so, what is the composition of such teams like?
- What is the turnover of staff in this organisation?
- How much freedom do employees have in making their own decisions?
- What are the expectations for my achievements in a few months' time here?
- Will I use foreign languages?
- What are the requirements for travel/mobility in this job?
- What is the atmosphere in the organization?
- What are your personal feelings about working for this organisation?

## Attachments

### Attachment 1

**RESOLUTION OF THE SCIENTIFIC BOARD IN THE NENCKI INSTITUTE  
of 26 February 2016 determine the procedure of  
competitions for scientific positions at the  
Institute of Experimental Biology M. Nencki PAN.**

**§ 1**

1. Employment of worker at the Institute of Experimental Biology. M. Nencki of the Polish Academy of Sciences, hereinafter referred to as "the Institute" is preceded by competition (in accordance with Article 91, items 5 and 6 of the Act on the Polish Academy of Sciences of April 30, 2010, - Journal of Laws of 2015, item 1082 of d.)
2. The application should specify the studio in which the person is subject to the competition procedure and person will be employed, the appropriate research position, or the method of financing, new position from non-existing sources.
3. The director of the Institute makes the decision in support of announcement of the competition.
4. The announcement of the competition consists in providing information on via a message on the subject party in the Public Information Bulletin of the minister of science, as well as on the institute's website.
5. The information of the competition should contain data regarding the position and requirements for the candidates, and specify:
  - a) the position subject to the competition, with the scope of tasks
  - b) the organizational unit of the institute in which the researcher will be employed
  - c) requirements for candidates,
  - d) list of documents required from candidates,
  - e) the procedures and deadline for submitting documents, not longer than thirty days from the date of announcement of the competition,
  - f) additional requirements resulting from the specificity of the work station subject to the competition,
  - g) the date of settlement of the competition and announcement of results, not longer than four months from the date of announcement of the competition.
7. The requirements of candidates for scientific positions are specified in Annexes 5 and 6 to the Regulations of the Scientific Council available on the Institute's website.
8. The date of announcement of the competition is provided on the subject party in the Public Information Bulletin of the minister of science.

## **§ 2**

1. The examination board, hereinafter "the commission", consists of at least three members.
2. The Committee members, including its chairman, are appointed by the director of the institute. The committee consists of: Director of the Institute or its representative, Chairman of the Scientific Council and head of the organizational unit of the Institute or other person indicated by him.

## **§ 3**

1. After the deadline for submitting documents, the committee draws up a list of candidates that meet the requirements specified in the announcement. The Commission may call the candidate to fill in the formal defects in the submitted documents, whereas the summary report of the committee's should include annotation about the candidate, and in which extent he was was summoned to complete the submitted application.
2. After completing point 1, the committee may call the candidates who meet the requirements for an interview. During the interview, the commission verifies the candidates' qualifications and abilities, as well as suitability to work within the position subject to the competition.
3. The Committee shall settle the competition by resolution that includes justification.
4. After the competition, the committee presents recommendation of employment of candidate to the director of the Institute . .
5. The activities of the commission are indicated in points 1 – 3.

## **§ 4**

The committee's resolution is undertaken by secret voting and a majority of votes.

## **§ 5**

The decision is made by the director of the Institute in connection with employment of candidate selected in the competition . The decision is announced on the Institute's website.

2. The director shall notify results of the competition.

## **§ 6**

The candidate has the right to read the contents of the resolution, and the record of the committee .

## § 7

If the competition is not settled, the director of the Institute may announce a new competition, in which candidates can take part in connection with the previous competition.

2. The Institute Director has the right to suspend the competitive process at any stage, or cancel, in the event of circumstances justified by the interest of the Institute.

## § 8

The provisions of this resolution shall apply to competitions for the position of full professor and associate professor, provided that:

- a) appointment (titular professor) for the position of full professor and associate professor is made by the President of the Polish Academy of Sciences, upon the request of the director of the Institute, after obtaining the opinion of the scientific council.
- b) the chairman of the commission may be a person with the academic title of professor and full professor, and the composition of the examination board subject to persons employed as full and associate professor, representing a scientific specialization within the same or in equivalent to the competition.

## § 9

Competitions are not organized in the cases specified in art. 91 points 6 of the Act on the Polish Academy of Sciences of April 30, 2010 (- Journal of Laws of 2015, item 1082, as amended).

## § 10

The resolution shall enter into force as of the date of adoption by the Scientific Council of the Institute.

**Annex No. 5 to the Regulations of the Scientific Council of the Nencki Institute approved during a meeting dated 26/02/2016**

### **Principles of HR policies - guidelines for the Presidium of the Scientific Council.**

- I. Employment within a research position is preceded by a competition, the rules are set forth in the RESOLUTION of the Nencki Institute Council of 26 February 2016 concerning the competitions for scientific positions at the Institute of Experimental Biology M. Nencki PAN.
- II. Employment for scientific positions applies to persons who have not been

previously employed at the Institute within scientific positions (including Institute employees employed at technical or research and technical positions).

III. The Director of the Institute presents the opinion of the examination board to the Scientific Council; the decision on employment is taken by the Director based on the positive opinion of the Scientific Council.

IV. The request of promotion on a scientific post is submitted to the Director of the Institute, who submits above documents to the Scientific Council. A detailed analysis of the applications is carried out by the Presidium on behalf of the Council.

The decision on promotion to the scientific position is taken by the Director based on the positive opinion of the Scientific Council.

V. Criteria for employment in scientific positions:

1. **assistant:** applies to people with at least a masters degree (or equivalent).

The evaluation covers CV and scientific achievements, as well as the value towards a team or the Institute (eg mastering new methods). In the case of employment under research grants, the opinion of the project manager is important.

In the case of persons with a master's degree, employment as assistant can not take place for a period longer than 6 years;

2. **Adjuncts:** at least academic degree of Doctor;

In addition to the CV and scientific output (minimum of 6 publications from the IF) and long-term postdoc position, the candidate should submit a research plan, attach the opinion of the Laboratory Manager for the candidate's academic independence and the opinion of the Plant Manager. In the case of employment under research grants, the opinion of the project manager is important.

In the case of people with academic degree of Doctor, employment as adjunct may not take place for more than 8 years

3. **associate professor:** persons with postdoctoral degree (it may be a person with the academic title of professor).

In the case of promotion, the application is submitted by the Plant Manager; promotion may concern: habilitated doctor and manager of the research laboratory or research establishment;

b. habilitated doctor without managerial position who promoted at least one doctor (as a supervisor) and settled his own research grant. In addition to CV, two opinions are required (domestic or foreign) confirming creative scientific independence and the ability to efficiently manage research work.

In the case of employment of new people, the opinion of the examination board is taken by based on Cvs, publishing output, ability to acquire and settle research grants, experience in educating research staff (promotion of at least one doctor) and at least two opinions (domestic or foreign) confirming the candidate's creative independence and ability to manage research .

4. **Full professor:** people with the degree of professor

a. in the case of persons who earned the title in the wake of a proceeding conducted by

the Scientific Council of the Nencki Institute, after obtaining a positive opinion of the Council regarding the transfer to the position of full professor, applies to the President of the Polish Academy of Sciences.

b. in the case of newly recruited workers, the decision on the type of employment (contract of employment or appointment) remains with the Directorate; a positive opinion of the Scientific Council is required.

In the case of persons employed under a contract of employment, the issue of appointment will be considered individually by the Scientific Presidium.

**VI. After PHD defense** made at the Institute within a maximum of 5 years (not including long-term medical exemptions and parental leave), PhD students may be employed for a period of one year in the form determined by the Institute's Directorate. The application for employment should include CV of the candidate and the opinion of his promoter. Employment may be extended up to six years, including doctor studies

**Annex 6 to the Regulations of the Scientific Council in the Nencki Institute**  
approved during the meeting dated 5 December, 2014.

**Criteria for campaign of the title of professor** on the basis of the Act of 18 March 2011, on the amendment to the Act - Higher Education Law, the Act on Academic Degrees and Title, and Degrees and Titles in the Field of Art and Other Acts [Journal of the laws No. 84. item 455 as amended (Journal of Laws of 2014, item 1198)]

**Art. 26.1 of the Act:**

1. The degree of professor may be awarded to a person who has achieved a postdoctoral degree (...) and:

1) academic achievements exceed the requirements that comply with the habilitation procedure:

2) experience in managing research teams, implementing projects financed by national or foreign competitions or academic placement in scientific institutions, including foreign, or conducted scientific work in scientific institutions, including foreign institutions;

3) achievements in scientific guidance - participating :

a) as a reviewer of a PhD thesis,

b) as a reviewer of a PhD thesis, ending with the awarding of a degree or as a promoter in doctoral thesis,

c) two times as a reviewer of a PhD thesis, or habilitation procedure

**The Scientific Council of the Nencki Institute recommends statutory requirements for persons submitting applications for the degree of professor:**

1. Participation of at least more than the statutory requirements, in the capacity of thesis promoter in the doctoral thesis with completed degree;

2. After habilitation, the authorship or co-authorship at least 12 publications,



including at least the sixth quadrant of the Philadelphia list, according to the currently applicable 5-year IF coefficient;

3. Possession of general academic achievements, at least 10 works from the upper quarter of the Philadelphia list according to the currently applicable 5-year IF coefficient;
4. at least 100 citations of general work, excepted self-citations ;
5. Possession of organizational achievements at a level beyond the studio.

In exceptional cases, for example, people conducting research for the Institute, the application for the position of professor, there is an allowance to depart from certain elements of the above recommendations (provided that there is fulfillment of the statutory requirements). Then the Director of the Institute is to inquire to the Presidium of the Scientific Council with a written justification initialed by the Deputy Director for Scientific Affairs and opinions by the Head of the Department, and the Presidium analyzes and submits the application to a secret voting. The Director's request with the Presidium opinion is ultimately subject to the opinion of the Institute's Scientific Council.

Attachment



HR EXCELLENCE IN RESEARCH



nencki institute  
of experimental biology

..... on .....

.....  
/ first and last name of the manager of  
the department / workshop /

.....  
/ name of the department /

**REQUEST FOR RECRUITMENT**

I hereby submit a formal request for recruitment for the  
position:.....  
in the department /

workshop:.....

Career stage (R1-  
R4).....

- R1. **Scientist in the first stage** (until the completion of doctor studies)
- R2 **A recognized scientist** (people with a PhD or equivalent )
- R3 **Experienced scientist** (independent scientists)
- R4 **Leading scientist** (scientists in their area or research area)

The proposed date of  
employment:.....

Type of  
contract:.....

Gross  
salary:.....

Source of  
financing:.....

If the new position is created, the justification for the competition application is below:

.....

*/PODPIS WNIOSKODAWCY/*



HR EXCELLENCE IN RESEARCH



**nencki** institute  
of experimental biology

**Institute of Biology M. Nencki,  
the PAN is looking for candidate for the position:**

.....

Number of positions:  
Place of work:  
The researcher's profile (R1-R4):  
Field of science (eg. Biological)  
Type of competition (eg NCN Sonata, NCBiR, etc.):

Requirements:  
-education  
-experience  
-skills  
-competences (including "desirable")

The scope of tasks at the position (including project description - if required):

Conditions of employment / We offer:-

- type of contract (contract of employment, c-p agreement, doctoral studies, Master thesis etc.)
- duration of the contract (trial period, specified period, unspecified period)
- date of commencing employment
- information of career opportunities
- additional benefits (medical insurance, sports card, social fund)

Procedure and declaration deadline / form of submitting offer :

Required documents (CV, curriculum vitae, cover letter, diplomas, work certificates, references):

Keywords (announcements published in the Ministry of Science and Higher Education):

Contact details:

Link to the website

Personal Data Protection Clause for submitting in application documents



HR EXCELLENCE IN RESEARCH



### PROTOCOL OF THE COMPETITION COMMISSION

Competition for the position:

Composition of the competition commission (in the case of persons beyond unit, please indicate affiliation):

1. (President)

- 1.
- 2.
- 3.
- 4.

Date of meeting<sup>4</sup>:.....

Number of candidates who submitted applications:

List of candidates who meet the formal requirements<sup>5</sup>:

Evaluation of the candidate (s) - see the questionnaire assessing of candidates

Candidate (s) recommended :

---

<sup>4</sup> If the competition committee met at more than one meeting, please indicate all the terms of the meetings

<sup>5</sup> The absence of candidates meet the formal requirements, the chairman of the competition commission closes the recruitment procedure, chairman draw up a report and shall notify of the competition organisation in connect with the result of the preliminary qualification procedure

.....  
/SIGNATURE OF CHAIR  
OF COMPETITION  
COMMITTEE /

The report has drawn up: .....

Annexes to the protocol:

- 1) Ballot papers / questionnaires assessing of candidates
- 2) Applications of recommended candidates



HR EXCELLENCE IN RESEARCH


**nencki** institute  
of experimental biology

**QUESTIONNAIRE FOR THE CANDIDATE  
EVALUATION INTERVIEW**

.....  
**Position**  
.....

.....  
**Name and surname of the candidate**  
.....

*Grade Scale:*

*4 - excellent / exceed the requirements*

*3 - very good / above requirements*

*2 - good / meeting requirements*

*1 – below average / above requirements*

*0 – poor / significantly below the requirements*

**1. Assessment of achievement-based preparation**

|  |  |
|--|--|
|  | education in accordance with the requirements for the position   |
|  | knowledge of the scope of the team's activities  |
|  | knowledge of tasks at a given position   |
|  | professional experience, including experience in a similar position  |
|  | scientific achievements, including publications in renowned scientific magazines:<br><input type="checkbox"/> special achievements;<br><input type="checkbox"/> very good achievements;<br><input type="checkbox"/> good achievements;<br><input type="checkbox"/> mediocre achievements;<br><input type="checkbox"/> no achievements; |

|  |  |
|--|--|
|  | <p>distinctions resulting from academic research, scholarships, praise and academic experience outside of mater, at home or abroad, workshops and academic education, participation in research projects:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> special achievements (eg internships in foreign research centers, prestigious awards or international praise, workshops or training in research centers, participation in international or foreign projects);</li> <li><input type="checkbox"/> significant achievements (internships in good domestic or foreign centers, praise and awards received in the country, international or national workshops and training, participation in international or foreign projects);</li> <li><input type="checkbox"/> moderate achievements (praise or awards received in workshops or training, or participation in university projects); <ul style="list-style-type: none"> <li>a) mediocre achievements;</li> <li>b) no achievements.</li> </ul> </li> </ul> |
|  | <p>the level of research in merits:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> research at an excellent level, the results achieved / can be published in international publications / journals related to the Web of Science database (WoS) or the European Citation Index for Humanities (ERICH);</li> <li><input type="checkbox"/> research at a very good level, the results achieved/ can be published in common publications / journals related to area of research, some of which are related to the Web of Science (WoS) database or the European Human Citation Index (ERICH)</li> <li><input type="checkbox"/> research at a good level, the results achieved / can be published in / magazines;</li> <li><input type="checkbox"/> research at a mediocre level, the results achieved / may be published in local publications / magazines</li> <li><input type="checkbox"/> The low-level research, publication of unlikely results.</li> </ul>  |

## 2. Subject and correctness of answers

|  |  |
|--|--|
|  | adequate answers to questions  |
|  | detailed discussion - examples relate to the candidate's experience, presentation of their own views |
|  | Provided opinions clearly  |
|  | use of the nomenclature required for position  |

## 3. Self-presentation

|  |                                    |
|--|------------------------------------|
|  | overall impression                 |
|  | prepared for conversation          |
|  | communication skills               |
|  | ability to build relationships     |
|  | justification for the applied post |

## 4. Point tally.....

Warsaw, on .....

The classification of the business profile, at each of the 4 stages of a scientific career.

**First Stage Researcher (R1) (to take the doctor's degree)**

This profile applies to people conducting research under supervision.

**Essential competences:**

- pursuing to broaden knowledge in the field of research methodology and scientific disciplines
- shows good knowledge and understanding of the field of knowledge
- the ability to compile data under supervision
- the ability to critically analyze, evaluate and synthesize new and complex concepts, can present the results of research

**Desirable competences:**

- general language skills, social communication skills, especially in an international context.

**Recognized Researcher (R2) (scientist with doctoral degree or equivalent)**

The profile applies to people who are not independent scientific employees.

**Essential competences:**

- systematic knowledge in the field of study and research methods associated, the ability to develop concepts, design, and customize research, in accordance with the principle of scientific integrity
- has the ability to develop concepts, design, execute and customize research in accordance with the principle of scientific integrity
- makes their own contribution, in the form of original research that extends knowledge through the development of extensive material or innovations, some of which deserve publication in the country or abroad, or a patent
- the ability to critically analyze, evaluate and synthesize new and complex concepts
- can present results of research (and their meaning) to scientists
- responsibility for the development of their career, set out real and achievable professional goals, define and develop ways to increase employment opportunities
- is a co-author of articles presented at conferences

**Personnel competences:**

- understanding current trends in their branch and other sectors
- understanding the significance and importance of research work for products and services in the branch and other related sectors
- present professional knowledge and skills to scientists and the general public
- contribution to scientific and professional activities, within the technical, social or cultural progress in a knowledge-based society
- scientific supervisor (mentor) of R1 level researchers, effectively supports them in research and development.

**Established Researcher (R3) (scientist with doctoral degree or equivalent)**

This group applies to scientists who achieved a level of independence.

**Essential competences:**

All the previously mentioned Competences of a R2 level academic employee and:

- established position in the scientific and professional environment
- significant contribution to development of knowledge and scientific research through cooperation
- formulating research issues and determines the possibilities within the scope of its specialty
- determine the appropriate research methodology
- conducting scientific research that contributes to the development of research, leading role in the implementation of joint research projects in cooperation with project colleagues and partners
- the main author of the publication
- organizing conferences
- scientific supervisor (mentor) of R1 level researchers, effectively supports them in research and development

**Desirable competences:**

- present research and results to the research community and the general public
- cooperation with relevant research and development groups of the branch -
- demonstrates an innovative approach to research
- create the scientific groups and obtaining financial support/ funds for research development. Involved in the development of their professional career, scientific supervisor (mentor) in relation to other employees

**Leading Researcher (R4) (scientist leading the research area)**

This group includes: managers of research groups or managers of research and development laboratories in the branch. By way of exception, they may also be lone scholars.



**Essential competences:**

The aforementioned Competences of a researcher R3 and:

- enjoy the international fame and recognition thanks to amazing scientific achievements in its field.
- demonstrate the ability to critically evaluate regarding the determination and conduct a scientific research
- significant contribution (breakthrough) to the development of field or a whole range of fields
- knowledge of the strategic vision of the development of the research sector
- recognize the effects and possibilities of the use of their own scientific research
- publish and present articles and books that have a significant impact on professional development, participation in committees, organizing conferences and conduct guest lectures
- scientific supervisor (mentor) of R1 level researchers, effectively supports them in research and development.

**Personnel competences:**

- expert in the management and conduct of research projects
- Specialized skills in managing and raising the professional level of people under them
- documented achievements in obtaining financial support for research, in addition to cooperation and team building, person focuses on long-term planning (eg career paths of researchers and obtaining the financial funds for the team)
- the ability to communicate and make contacts within and beyond research community
- create an innovative environment conducive to research

## Contact

|   |  |
|---|--|
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