

## **Regulations on the recruitment and selection of fixed-term personnel**

*Document drafted by the Human Resources Service.*

*Approved by the Board of Directors during the meeting of October 5, 2018.*

*Effective from October 15, 2018.*

*This document replaces the "Guidelines for the establishment of a new employment relationship for research, technologist and administrative staff" adopted by the Board of Directors at the meeting of April 30, 2009 and later updated at the meetings of December 16, 2013 and December 19, 2016.*

*Reference documents: Statute of the Foundation, Administrative Regulations of the Foundation, Directives of the Autonomous Province Government on personnel, Guidelines for Tenure Tracks, Provincial Collective Labor Agreement for the staff of Foundations, Corporate adaptation of contract agreement on fixed-term employment relationships for the staff of Foundations, European Charter of Researchers and Code of Conduct for the Recruitment of Researchers, Guidelines for Selection practices attentive to Gender Equality, FBK Code of Conduct.*

## Introduction

Fondazione Bruno Kessler selects and hires its employees by specifically applying the principles of transparency, merit, traceability and non-discrimination in relation to two discrete needs: ensuring stability to its institutional activities, and fulfilling its vocation for projects in the context of research and innovation activities.

To ensure continuity in its institutional activities, the Foundation relies on permanent staff recruited according to selection and employment procedures that have been consolidated and inspired by the practices in place in most of the international scientific communities: the tenure track process.

To ensure its vocation for orientation, planning and management of orders and assignments, the Foundation can rely on in-house consultants and on employees with fixed-term contracts identified with agile recruitment and selection procedures aimed at achieving an effective and timely alignment between a variety of competences and objectives pursued as required: the standard recruitment and selection process

While meeting the first need is ensured by the regulations contained in the "Guidelines for tenure tracks" approved by the Board of Directors, meeting the second need is ensured by the provisions of these Regulations on the recruitment and selection of fixed-term personnel and by the related implementation documents.

**The standard recruitment and selection process can take on two distinct configurations:**

- a. Standard recruitment and selection process with open public selection (call)**
- b. Standard recruitment and selection process through direct hire (position advertising is waived)**

**a. Standard recruitment and selection process through open public selection (call)**

This process provides for the following steps: **public selection announcement (call), evaluation and selection, hire.**

The recruitment announcement (Call) is posted to the Foundation's institutional website and to other channels of communication based on the type of professional profile that is being sought.

The evaluation connected with selection is entrusted to a Selection Committee. The above Committee must be composed as follows: the Cost Center coordinator concerned or his/her delegate, an expert in the area for which the professional profile is being sought, a Human Resources Service officer, in support of the process. Gender equality must be ensured when appointing the Cost Center coordinator or his/her delegate and the area expert of the Committee.

With regard to the evaluation and selection stages, the Selection Committee is responsible for: drawing up a shortlist of the best candidates from the applications received, managing the interviews and preparing a report on the whole evaluation process and the related evidence, identifying the successful candidate for the position and, if appropriate, compiling a list of suitable candidates.

The hiring stage, and the subsequent orientation, is managed by the Human resources Service. The Human Resources Service is also responsible for ensuring the fulfillment of any further obligations connected with the transparency and traceability of the process referred to in these Regulations and the related implementing documents.

**b. Direct hire process (recruitment announcement is waived).**

The Coordinator of the Cost Center concerned may request to proceed to employ profiles through direct hire in the following cases only:

- professional figures referred to in paragraph 5 of article 10 of the Administrative Regulations, i.e. highly specialized professional figures with professional profiles that third parties do not match;
- candidates holding a doctorate degree obtained under the PhD Program of the Foundation;
- candidates who have been identified as eligible in a prior selection process of the Foundation if the suitability list is still valid at the time of the recruitment and for comparable tasks;
- candidates who have been declared suitable in selection processes managed by institutions of the provincial research and higher education system (STAR) if the suitability list is still valid at the time of the call and for comparable tasks;
- holders of Caritro, Marie Curie, ERC or equivalent fellowships, and other researchers named in their grants;
- eligible candidates filling in for employees on maternity leave and further absence connected with maternity events (e.g. leave of absence, vacation);
- candidates who fulfill the requirements provided for by their first contract to support research activities as regulated by article 76 of the Collective Labor Agreement of Foundations.

The implementing regulations are contained in the document "Operating procedures for selections and establishment of new employment relationships, for contract renewals and extensions".

Read and approved on October 5, 2018

- Prof. Francesco Profumo -

President of Fondazione Bruno Kessler