

## FAQ - IRVAPP Director Selection

Reference: *Guidelines for the Selection of Directors and Guidelines for the establishment of a work relationship for research, technologist and administrative personnel*

<b>What regulations govern the selection process?</b>	<i>The selection process is governed by the guidelines for the Selection of Directors and Guidelines for the establishment of a work relationship for research, technologist and administrative personnel.</i>
<b>Where do I find the selection call?</b>	<i>The call is published on the FBK website at: <a href="https://hr.fbk.eu/en/jobs">https://hr.fbk.eu/en/jobs</a></i>
<b>How do I file my application?</b>	<i>Applications must be submitted online only at <a href="https://hr.fbk.eu/en/jobs">https://hr.fbk.eu/en/jobs</a></i>
<b>What are the steps to the online application?</b>	<i>Please select the call job title at <a href="https://hr.fbk.eu/en/jobs">https://hr.fbk.eu/en/jobs</a>. Click "Apply online" and enter your information and attachments. Once your candidacy submission has been completed, we suggest to register to the website by entering your e-mail address and password.</i>
<b>May I edit my profile information once I have registered?</b>	<i>You may edit your application upon registration only. FBK invites candidates not to edit their profile until the selection has been completed.</i>
<b>What is the deadline for submitting my application?</b>	<i>The deadline for application submission is the one listed on the selection call.</i>
<b>Which documents do I have to enclose with my application?</b>	<i>A brief statement expressing the applicant's readiness to occupy the position part-time and the undertaking to eliminate any cause of incompatibility; CV, in English, complete with a list of academic titles and documents testifying professional appointments and experience; a proposal for the development of the center over the next three years; three professional references (e-mails and phone numbers).</i>
<b>Do documents have to be in English?</b>	<i>Yes.</i>
<b>Do letters of reference have to be submitted within the call deadline?</b>	<i>Yes.</i>
<b>Which document format is required?</b>	<i>Pdf format (max 1 MB per file).</i>
<b>What are the eligibility requirements?</b>	<i>Requirements are set out in the call text.</i>
<b>Are there any incompatibility criteria?</b>	<i>Regulations on incompatibility and impossibility of conferring a position applicable to the Foundation context (a private entity under public control) are set forth in <a href="#">Resolution n. 4/2015</a> (english version available <a href="#">by clicking here</a>).</i>
<b>What are the grounds for exclusion from the selection?</b>	<i>Requirements are not met and/or documentation has not been submitted.</i>

<b>Who is the selection committee composed of?</b>	<i>The selection process provides for two committees. The First Committee will be composed of three external experts, who will be responsible for checking the applications and making a preliminary selection. The Second Committee will be composed of FBK's Chairman, FBK's Secretary-General, a member of the Board of Directors, and a member of the FBK Scientific Committee of the relevant academic reference area. This Second Committee will interview the candidates short-listed by the First Committee, assess them, and reach a final decision together with the Board of Directors.</i>
<b>What is the contract type offered by FBK?</b>	<i>The contract type will be agreed upon after the selection. Compensation and performance bonuses are set out in the call text (art.5).</i>
<b>Is the compensation published on the call gross or net?</b>	<i>The proposed salary is annual gross. At the time of disbursement of the compensation, the Employer will withhold taxes (IRPEF income tax and additional taxes) and social security (INPS) as per regulations in force.</i>
<b>Is the Director figure recognized special benefits?</b>	<i>The following benefits are recognized: administrative assistance support, PC and mobile phone, cafeteria, welcome office support for relocating needs.</i>
<b>Are non-shortlisted candidates notified?</b>	<i>Applicants who are not included in the preliminary selection will be notified at the end of the selection process.</i>