

# Guidelines for selections

**These guidelines will assist you in completing your application.**  
**Please read them carefully beforehand.**

They are based on [FBK official documents](#) on selection process policies.



# How to join us

## ➤ Online applications

Our job openings are published on our web site at <https://hr.fbk.eu/en/jobs>

Every job offer includes a brief description about the research unit or department, the specific requirements, detailed information about the documents necessary for the application and details concerning the contract.

Each job position is linked to an online application form, which allows you to apply for the position directly. For this reason, **applications are accepted only if submitted through the online platform**. If you wish to apply for more than one position at the same time, please make sure you fill in its dedicated form. Applications must be submitted by the published closing date.

The online application is your opportunity to give us as much information as possible about yourself, your skills, interests and achievements. As for your educational background, please enter the title most relevant to the position you are applying for.

Once you have completed your application, you may save your profile by adding your e-mail and password. This way, through the **candidate area** section, you will have the possibility to upload and update your CV, save job offers or view the openings you have applied for.

Please keep in mind that fields marked with a star are mandatory.

In order to fulfill the criteria, please make sure to provide evidence of the specific requirements in your CV and the documents required.

Your application must contain the following attachments:

- Updated CV
- Motivation letter
- List of publications, if relevant to the position.

If you have been asked to provide contact information for people who may provide reference to support your application, please make sure that you have included them in your CV. We encourage you to inform us in advance if there is any reason why you would wish us not to contact any of your referees without speaking to you beforehand.

After successfully submitting your application, you will receive an automatically generated e-mail as an acknowledgement of receipt. All applications are valid for one year, unless otherwise specified in the job offer.

### ➤ **Speculative applications**

If you wish to send us your application to be considered for a future job opportunity, please complete the form under the “speculative application” section. This is your chance to present yourself and give us relevant information about your educational background, experience and interests. **Speculative applications are accepted only if submitted through the online platform.**

If you experience any technical problem with our website or have particular needs, please send an e-mail to the following address:

[jobs@fbk.eu](mailto:jobs@fbk.eu)

# Selection process

Once the recruitment stage has been completed, we will check applications and make a preliminary selection, in conjunction with the respective researchers, including applicants whose skills and qualifications best match the position requirements. Shortlisted candidates will be contacted, by e-mail or telephone, by the recruiting team for an interview.

Not selected applicants will be notified of the exclusion at the end of the selection process.

Interviews will generally be held at FBK offices. Only in specific cases we may arrange interviews via conference call. Interviews are usually scheduled to last approximately 45 minutes.

Regardless of the specific position, the aim of the selection process is to learn about each other. For candidates, it is an opportunity to present their technical and soft skills, elaborate on their expectations and interest in working with us. At the same time, we present our company and illustrate the position for which the candidate is applying for.

In addition to the interview, you may be requested to attend further meetings to give a brief presentation on a relevant paper or research project or take a practical test. In order to evaluate all the aspects, candidates may ask to fill in questionnaires or take part in assessment centers.

For transparency purposes, the names of the selected candidates will be published on our web site.

Shortlisted but not selected candidates might be contacted, within 12 months, for positions similar to the one they applied for.

# Equal opportunity policy

No job applicant or employee receives less favorable treatment on the grounds of sex, marital status, gender reassignment, ethnicity, color, nationality, disability, religion or political belief, sexual orientation, pregnancy or childbirth, membership of trade union, part-time working or age.

## Welcome office

Our [Welcome office](#) provides free advice to mobile researchers and their families on administrative, job and culture related matters including immigration, residency and work permits and other practical information to guide them before and upon their arrival in Italy.

### **Orientation day**

On the worker's first day of employment, the Human Resources Service organizes, at their offices, a welcome session in order to facilitate his or her orientation. During this meeting, a Welcome Office representative will cover FBK procedures and policies in force, provide the most important pieces of information so that researchers may independently perform their activities while the newly hired worker will sign the contract and fill(s) out tax related forms.

More information about our Welcome office is available at: <http://hr.fbk.eu/en/services/orientation-services>