

IMI 2 JU – Recruitment Policy

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Introduction

Purpose

This document lays out IMI2 JU Recruitment Policy and describes its legal framework, the various stages of the selection process and the actors involved. The main characteristics of this Policy are fairness and transparency. In order to maintain these characteristics on a high qualitative level, it is paramount that all of the actors involved endorse the principles underlined and commit themselves to a consistent approach with the aim of recruiting the most competent candidate for the post.

This Policy does not cover the recruitment of the Executive Director which is subject to a separate procedure under Article 8 of the Statutes annexed to Council Regulation 557/2014.

Legal Framework

- Council Regulation 557/2014 establishing the IMI2 JU, Article 6 – Staff
- Conditions of Employment of Other Servants of the European Union (CEOS) lay down the conditions of engagement of temporary agents and contract agents - Articles 12, 13, 14, 15, 82, 83, 84.
- Decision of the Governing Board of IMI2 JU IMI2-GB-DEC-2015-27 of 26/06/2015 delegating the relevant appointing authority powers to the Executive Director.

Recruitment Plan

On a yearly basis, IMI2 JU evaluates its human resources needs on the basis of the overall strategic objectives and of the Annual Work Programme.

Classification of posts

IMI recruits Temporary Agents for temporary posts on a long-term basis for operational, administrative or technical tasks. Temporary Agents posts are classified, according to the nature and importance of the duties to which they relate, in three function groups: Administrators (AD), Assistants (AST) and Secretary/Clerks (AST/SC).

IMI also recruits Contract Agents at different function groups (I, II, III and IV), each corresponding to the type of duties and to specific education levels.

Recruitment procedure

According to Article 12(5) CEOS for Temporary Agents and 82(6) CEOS for Contract Agents, IMI2 JU must adopt general provisions on the procedures for recruiting temporary staff in accordance with Article 110 of the Staff Regulations.¹

Opening of the selection procedure

After consultation with the recruiting Unit on the urgency of their human resources need, the Executive Director on a proposal of the Human Resources establishes a priority list of all vacancy notices to be published. The selection procedure is then launched by Decision of the Executive Director. The decision to open a selection procedure shall be based on the annual recruitment plan of the IMI2 JU and shall define the type of procedure, the basic characteristics of the vacancy, the goal of the procedure and the composition of the Selection Committee.

¹ Pending Decision of the Governing Board of IMI2 JU, establishing the general implementing provisions on the procedure governing the engagement and the use of temporary agents at the Innovative Medicines Initiative 2 Joint Undertaking.

Vacancy Notice

Content

The vacancy notice shall constitute the legal basis for the selection procedure and shall be drawn up by the Human Resources in consultation with the Unit /Team where the post is to be filled from the selection.

At a minimum the vacancy notice shall specify the following:

- the nature of the selection, i.e. whether open to internal candidates, external (internals can also apply);
- job holder's responsibilities;
- eligibility and selection criteria;
- the contractual conditions;
- the duration of employment, function group and grade of the available post;
- the closing date for the applications.

The following will either be stated in the vacancy notice or on IMI2 JU website (the links will be stated in the vacancy notices):

- a summary of the selection procedure;
- requirements concerning the submission of application.

Vacancy notices are based on the job description of the post.

The notices are published in English.

Timeframe

The notice states the deadline for applying, which is in general four weeks after publication of the vacancy notice. If IMI2 JU does not receive enough suitable applications, the deadline may be extended or the vacancy notice may be reviewed and re-launched.

Particularities (Reserve lists)

Two types of reserve lists should be distinguished:

- A recruitment procedure may be opened for a candidates' pool, called a reserve list, when no position is vacant yet but a vacancy is foreseen in the coming months.
- A reserve list may be established when several applicants to a specific post are suitable.

Application

Candidates must submit their application electronically using the Application Form which is available on IMI2 JU website. The application must be completed in English, and all parts must be completed in full. If a candidate wishes to apply for several posts, she/he must submit a separate Application Form for each post. Internal applicants participating in external selection procedures have to follow the same procedure as any other applicant. IMI2 JU does not consider unsolicited applications.

Applications must be received at the e-mail address indicated in the vacancy notice by the closing date at 23:59 Brussels time.

The Human Resources team acknowledges receipt of all applications. All applicants can then follow the state of play of a recruitment selection procedure on IMI2 JU website: <http://www.imi.europa.eu>.

Conditions of engagement

As provided for in Article 12(2) CEOS for Temporary Agents and Article 82(3) CEOS for CAs, staff may only be engaged if:

- he is a national of one of the Member States of the EU, unless an exception is authorised by the Executive Director, and enjoys his full rights as a citizen;
- he has fulfilled any obligations imposed on him by the laws concerning military service;
- he produces the appropriate character references as to his suitability for the performance of his duties;
- he is physically fit to perform his duties; and
- he produces evidence of a thorough knowledge of one of the languages of the EU and of a satisfactory knowledge of another language of the EU to the extent necessary for the performance of his duties.

Professional training of an equivalent level in a relevant domain may be included in the vacancy notices. These requirements may be used in the eligibility requirements only in cases where the Head of the recruiting Unit / Team in concurrence with the Human Resources agree that there is a need for such an action and after the final approval of the Appointing Authority.

These criteria are designated in the vacancy notice as “eligibility criteria”.

Sufficient knowledge of English is an essential selection criterion. There is no nationality quota system in operation, but IMI2 JU does recruit on the broadest possible geographical basis from nationals of the Member States.

IMI2 JU recruits without distinction as to racial or ethnic origin, political, philosophical or religious beliefs, age or disability, gender or sexual orientation and without reference to their marital status or family situation.

Selection

The selection procedure is co-ordinated by the Human Resources in support of the Selection Committee which acts autonomously during the whole selection process. The Human Resources has developed checklists for each phase of the selection procedure. These checklists allow for an efficient and transparent management of the selection process.

Composition of the Selection Committee

For each selection procedure the Appointing Authority appoints a Selection Committee. The Selection Committee is in general designated before the publication of the Vacancy Notice, or concomitantly, in any event before the deadline for reception of the applications, in order to ensure transparency and equal treatment. The choice is based on a composition proposal from the Human Resources after consultation with the Head of the recruiting Unit/team. The Selection Committee is composed of at least three members with equal status:

- Representative from the relevant Unit: usually the Head of the relevant Unit, under whose hierarchical or practical supervision the future staff member will be employed;
- Representative of a Unit other than the recruiting Unit;
- Staff representative: a staff member designated by the Staff Committee.

In specific cases, when deemed necessary, for instance for posts of experts, the Appointing Authority may decide to designate additional members to the Selection Committee from within or outside IMI2 JU.

The Selection Committee must be able to state the reasons underlying its decisions.

IMI2 JU strives for balanced gender representation in the composition of the Selection Committees.

There shall be only one Selection Committee for one given recruitment procedure.

Proceedings

The proceedings of the Selection Committee shall be secret. No information on the proceedings shall be communicated outside the Committee. No information on the outcome shall be disclosed publicly before formal closure of the procedure by the Appointing Authority.

Each member of the Selection Committee shall sign a 'confidentiality and no conflict of interest' declaration.

Main Principles Applied by the Selection Committee

Confidentiality

The principle of confidentiality is enshrined in Article 6 of Annex III of the Staff Regulations, which states that "the proceedings of the Selection Committee shall be secret". IMI2 JU forbids candidates or others speaking in the interest of a particular candidate to make, or attempt to make, direct or indirect contact with the members of the Selection Committee. All enquiries or requests for information or documentation in relation to the competition should be addressed in writing to the Human Resources, stating the vacancy notice reference.

Transparency

The criteria published in the vacancy notice, and only these criteria, are to be uniformly and strictly applied. Thus, candidates admitted to a previous selection procedure will not automatically be eligible. It is the responsibility of the Selection Committee to evaluate each candidate individually on the basis of the applicable vacancy notice. Should the Human Resources or the Selection Committee discover at any stage in the procedure that the candidate does not meet one or more of the eligibility requirements or that the information on the application form is not confirmed by the supporting documents, depending on the seriousness of such an occurrence, the candidate may be disqualified.

Equal treatment

Any discrimination on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability age or sexual orientation shall be prohibited.

IMI2 JU is committed to take into account the differences in educational systems and mutual recognition of degrees.

Conflicts of interest

A Selection Committee member shall not be involved in a recruitment procedure in which he has any personal interest such as to impair his independence, and, in particular, family and financial interests. Should it be the case, he/she shall immediately inform the Appointing Authority in writing. The Appointing Authority shall take any appropriate measure and may in particular relieve the member from his responsibility in the given procedure, according to Article 1 (a) (2) of the Staff Regulations.

1st Phase: Preliminary Screening by the Human Resources

The Human Resources prepare the candidates' files for preliminary review by the Selection Committee. This consists of pre-verifying the following requirements and criteria, based on the information provided by the candidate on his/her application:

- the fulfilment of all formal requirements, i.e. submission of a completed Application Form in English, by the deadline;
- the fulfilment of the eligibility criteria.

The "appropriate professional experience" is deemed to start with the first position the candidate occupied after obtaining the diploma required for admission to the selection procedure. Unpaid professional experience is not taken into account. The calculation will be verified at the end of the selection procedure when the selected candidate must provide supporting documents to prove his/her professional experience.

PhDs may be counted as professional experience if the candidates received a study grant or salary during the time of the PhD. The maximum duration counted for a PhD is three years provided that the PhD has been successfully concluded by the closing date for applications of the selection procedure.

After this preliminary screening, the Human Resources make the application files available to the Selection Committee, together with a Preliminary Evaluation Sheet that the Selection Committee shall use for marking the candidates.

Where Human Resources have doubts on a particular application, the eligibility of the candidate will be confirmed by the Selection Committee. Confirmation of the eligibility against the second language requirements will be established at the time of the interviews and tests.

2nd Phase: Preliminary Evaluation

Preliminary Meeting of the Selection Committee

The preliminary meeting is conducted for the purpose of deciding which applicant(s) will be invited for an interview. The interviewees may also be invited to sit tests in an external assessment centre.

The Selection Committee carries the final responsibility for the preliminary evaluation and scoring of the applicants' files, based on the information given by the candidates through their applications.

In principle only candidates selected for the interviews are contacted further. All candidates are invited to follow the recruitment process status on IMI2 JU website. Upon a specific request by an applicant, the Human Resources will provide him/her with the reasons for not being invited for an interview.

The Selection Committee defines the number of applicants to be invited for an interview according to the minimum score of 70% (threshold) on the Preliminary Evaluation Sheet. There is no maximum or minimum number of candidates to be invited.

The members of the Selection Committee shall sign the Preliminary Evaluation Sheet and hand it over to Human Resources. The Human Resources shall invite by email the candidates with the highest score, as provided by the Selection Committee.

If no suitable candidates will be identified by the Selection Committee, it will be stated in the Minutes and, following the Appointing Authority's decision, the selection procedure shall close.

Organisation of the interviews and Invitations

On the basis of instructions from the Chair of the Selection Committee on the dates and on whether written tests shall be held simultaneously, the practical organisation of interviews is managed by the Human Resources.

Correspondence to candidates is handled by the Human Resources and is, as a rule, performed by e-mail.

The Human Resources co-ordinates the invitations and manages the logistics of the interviews. Invitations are sent by email.

Candidates invited to the interviews must accept the invitation to the interview within a reasonable timescale and, as a matter of principle, no later than 5 calendar days after the date of the invitation. Candidates may also be contacted by phone.

Interviews can only be rescheduled in exceptional circumstances and only if IMI2 JU recruitment plan allows such rescheduling. The candidate has to send a written request - with supporting documentary evidence - to IMI HR. The Selection Committee may accept to change the date of the test. This can, however, only be done in wholly exceptional circumstances and with due regard to the principle of equal treatment for all candidates and the smooth-running of the tests.

In accordance with the organisational guidelines of the Human Resources, the length of each interview will be fixed and will be the same for each candidate.

Candidates invited for interviews will be asked to provide documents evidencing their academic knowledge and professional experience as per the requirements stated in the vacancy notice. They must provide:

- Original or certified copies of all educational qualifications. Diplomas obtained outside the EU are taken into consideration as long as they are recognised by any EU Member State and a document attesting so has to be submitted as well;

- Certified statements of employment from present employer and all past employers indicating the precise dates of employment, full-time or part-time employment.

Aside from these necessary documents, candidates invited for interviews are not allowed to bring papers prepared in advance.

3rd Phase: Selection by the Selection Committee

Interviews

It is the duty of the Selection Committee to draft a list of questions which will be asked to all applicants interviewed. As a matter of principle, the same questions will be asked to each candidate. This list should include a list of questions, divided between general questions (i.e. on communication skills, organisation skills, teamwork, etc.) and technical (related to the job) questions.

In accordance with the organisational guidelines of the Human Resources, the length of each interview will be fixed and will be the same for each candidate.

An evaluation sheet, based on a grid and maximum scoring per question agreed upon by the Selection Committee ahead of the interview, shall be completed for each interviewee. It shall set out the reasons for the final appraisal of the candidate.

Scoring System – Selection Procedure Grade

The total score is calculated for the interview part of the procedure.

Assessment of the second EU language

The evaluation sheet shall contain a section in which the Selection Committee confirms the candidate's fulfilment of the eligibility requirement concerning the second EU language.

The Selection Committee shall assess the language proficiency by appraising candidates against their ability to comprehend and communicate in their second EU language. For the eligibility to be confirmed, the candidate's comprehension of open-ended and elongated questions should be of high quality.

Written tests

The Selection Committee must fill out a model answer grid against which candidate responses shall be assessed and establish the marking criteria. This shall be done prior to the tests taking place.

The relative weighting of the written test results and those of the interview results shall be laid down prior to the start of the testing.

In order to ensure the anonymity of the written tests, Human Resources shall provide the tests to the Selection Committee at the end of all interviews. The names, of the candidates will not be visible and a number will be given to each written test.

The score in the written tests is added to the score of the interviews. The weighing between these scores depends on the type of position.

Minutes of the interviews (Evaluation Report)

An evaluation report shall be drafted for each selection procedure. It shall explain the selection procedure and set out the reasons for the final proposal by the Selection Committee.

Establishment of list of suitable candidates

Following the interviews and written test results, the Selection Committee proposes a list of successful candidates to the Appointing Authority. If a number of candidates with identical scores tie for the final place, the Selection Committee shall include all those candidates in order to comply with the principle of equal treatment. The list shall be stated within the Minutes of the interviews.

Once the Selection Committee has drawn up the list, its work is finished.

The Human Resources sends the Evaluation Report to the Appointing Authority together with the applications, the Interview Evaluation Forms and the test results of all tested candidates.

Closure of the selection procedure

Informing candidates of results

Selection procedures shall be formally closed by decision of the Appointing Authority, following meetings with candidates on the list.

Candidates invited to interviews shall be informed of their results by the Human Resources. The members of the Selection Committee are not entitled to communicate results of the selection prior to the procedure having been closed.

The status of the selection procedure will be published on the IMI2 JU website.

Offer of Employment and Reserve List

Once the Selection Committee has made its proposal to the Appointing Authority, the Appointing Authority then may decide on establishing a reserve list and may offer the post to the successful candidate or select another candidate. If the Appointing Authority decides that there is no suitable candidate, no one is engaged, and the vacancy notice may be published again.

The successful candidate is offered a contract in accordance with the CEOS. The job offer is made with a deadline of 10 calendar days to respond.

If and when funds/posts become available, candidates on the reserve list may be considered to fill vacancies. Candidates are informed that inclusion on the reserve list does not guarantee engagement. A reserve list will be valid until the end of the year from the date of its establishment and may be extended by decision of the Appointing Authority after consulting the relevant Head of Unit / Team. Such extension is published for information on IMI2 JU website.

Documents to be submitted by the Successful Candidate

Only the candidate who is offered a contract at the end of the recruitment procedure will have to provide the supporting documents (i.e. birth certificate, police certificate of good character, certificate proving nationality, etc.) needed for his/her employment.

The successful candidate will also undergo a medical examination to determine whether he/she is physically fit to perform his/her duties.

Probationary Period and other conditions

Pursuant Article 14 and 84 of the CEOS, Temporary and Contract Agents will serve a probationary period of nine months, whereas Contract Agents with contracts concluded for a period of at least one year must serve a probationary period of six months if in function group I, and of nine months if in any other function group.

Temporary Agents in management positions will serve a management trial period of nine months.

Personal data protection

All personal data collected for any selection procedure to be handled by IMI2 JU, will only be used for the purpose of that specific selection procedure and will in no case be transmitted to any third party. Any data provided will be treated with the strictest confidentiality and with high standards of security.

All documents provided to IMI2 JU during any selection procedure will be kept in IMI2 JU files and will not be returned to applicants. Applicants' documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to IMI2 JU.

The Head of Administration and Finance of IMI2 JU acts as controller of such data, which will be collected and further processed in full compliance with the applicable rules on the protection and processing of personal data at IMI2 JU.

The rights of information, access, correction, blocking and deletion of personal data are guaranteed under these rules.

Appeals

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint, at the following address, in accordance with the procedure laid out in the vacancy notice.