

OTM-R Guideline for staff recruitment at the German Sport University Cologne

Table of contents

1 Introduction/Preamble.....	2
2 Strategic objective	2
3 Recruitment principles of the German Sport University Cologne.....	2
3.1 Openness	2
3.2 Transparency	2
3.3 Merit-based recruitment.....	3
4 The recruitment process at the German Sport University Cologne	3
4.1 Creation of the job profile and the job advert	3
4.2 Publication of the job advert.....	3
4.3 Selection step I: Pre-selection on the basis of the application documents	4
4.4 Selection step II: Composition of the selection committee and final selection on the basis of interviews	4
4.5 Recruitment phase	5
5 Quality assurance and complaints management	5
6 Further information.....	6
7 Decisive Version of these Guidelines	6

1 Introduction/Preamble

The German Sport University Cologne (hereafter referred to as GSU or University) has voluntarily committed itself to implementing the European Charter for Researchers and the associated Code of Conduct for the Recruitment of Researchers as part of the Human Resources Strategy for Researchers (HRS4R) process recommended by the European Commission as part of a comprehensive human resources strategy.

The scope of application primarily includes all academic status groups (including (junior) professors, academic staff including teaching fellows with the exception of auxiliary staff), but also managers, technical and administrative staff and trainees. All groups of people, committees, selection commissions etc. involved in recruitment are required to implement the guideline. For appointments of junior professors and professors, the Regulations for the Appointment of Professors and Junior Professors of the GSU apply in addition and with priority.

2 Strategic objective

In accordance with the principle of 'best selection', the strategic goal of recruitment at the GSU is to identify the most suitable and qualified applicant for the advertised position and to hire them on the basis of a fair selection process. Compliance with the OTM-R principles (Open, Transparent, Merit-based) based on the working group of the Steering Committee of Human Resources Management in the European Research Area (2015) is intended to ensure a high quality of recruitment procedures in order to make the profession and career entry as an academic particularly attractive, to increase the willingness to change and mobility of candidates and to ensure equality of underrepresented groups in the academic staff at the GSU.

3 Recruitment principles of the German Sport University Cologne

3.1 Openness

GSU uses the following measures to ensure that the principle of openness is implemented and that all potential candidates can apply for open positions:

- Applicants can find specific information on recruitment and selection as well as current job advertisements on the GSU [careers page](#).
- Positions are generally advertised internally and externally. In exceptional cases, positions are only advertised internally (e.g. for internal development / personnel development) or not advertised at all (e.g. in the case of third-party funded project positions).
- Candidates from underrepresented groups are explicitly invited to apply.
- Vacancies which can be filled by a person with a severe disability or their legal equivalent are reported to the relevant employment agency.

3.2 Transparency

The following measures help to ensure that the recruitment process is as transparent as possible, especially for external applicants:

- Job advertisements are clearly worded and contain all relevant information. The interest groups (staff councils, equal opportunities officers, representatives for the severely disabled) are involved in the job advertisement in advance.

- Applicants will be informed promptly about the current application status and the further procedure.
- Unsuccessful candidates may request feedback on the reasons for their rejection from the relevant contact person.

3.3 Merit-based recruitment

The following measures contribute to the implementation of merit-based recruitment:

- The essential or desired qualifications and criteria for a specific position are developed with the involvement of the relevant committees to correspond to the actual requirements of the position.
- Only applications that fulfil the formal criteria (e.g. required education, degree or doctorate) are included in the shortlist and assessed according to suitability, aptitude and professional performance based on the criteria defined in advance.
- The main reasons for the selection decision are documented in text form.

4 The recruitment process at the German Sport University Cologne

4.1 Creation of the job profile and the job advert

To create a job advert, the department defines the job profile and derives a corresponding job description and requirements profile from this. The tasks and expectations of the applicant (essential and desired criteria) are specified as specifically as possible. The job and requirements profile defines the recruitment requirements and can no longer be changed during the recruitment process.

In addition, the job advertisement should contain the following information and supplementary notes:

- Time frame of the position to be filled (e.g. full-time/part-time incl. number of working hours)
- Reference to any time limit on the position
- Information about the application deadline
- Reference to family friendliness and, if applicable, the possibility of part-time work as well as the promotion of equality and diversity, reference to the preferential recruitment of severely disabled persons and persons with equivalent legal status

4.2 Publication of the job advert

In principle, all vacancies at the GSU are advertised.

The advertisement is usually published in good time so that an proper tendering and recruitment process can be completed by the planned recruitment date. The advertising period is usually two weeks from the date of publication.

The position will be published internally and externally in German and, in the case of academic positions, also in English, etc., and on the following portals as required:

Portal/job type	Jobs in technology/admin- istration	Scientific jobs
<i>GSU mailing list (internal)</i>	✓	✓
<i>GSU website (public)</i>	✓	✓
<i>GSU website (intern)</i>	✓	✓
<i>GSU job market (public)</i>	✓	✓
<i>Interamt (incl. bund.de)</i>	✓	✓
<i>Karriere.NRW</i>	✓	✓
<i>Other media (e.g. employment agency, Step- stone, Indeed, social media, ac- ademics, dvs)</i>	partly	partly
<i>Euraxess (and other interna- tional portals)</i>	-	✓

4.3 Selection step I: Pre-selection on the basis of the application documents

The complete application documents will be made available to the departments and committees after the application deadline. The department then preselects the applicants to be invited for interview in accordance with the 'Principles of Best Selection' based on suitability, aptitude and professional performance.

The selection process must be transparent - even for uninvolved third parties - and must be carried out and documented based on the criteria of the job advertisement and the requirements profile. The applicants who meet the most requirements will then go on to the next selection round. This is usually a interview.

Suitable severely disabled applicants and those with equivalent legal status (pursuant to Section 2 (3) SGB IX in conjunction with Section 151 (2) and (3) SGB IX) will be given preferential consideration and invited to an interview, unless they clearly do not meet the selection criteria specified as *necessary*. An obvious lack of essential selection criteria must be documented.

Applicants may not be rejected because they do not fulfil a requirement not specified in the job advertisement. The same applies to the consideration of applicants who do not fulfil a required characteristic. If no suitable applicants have been identified at this point, the procedure will be cancelled. A new tendering procedure can be implemented after this with an adjusted requirements profile if necessary.

Following the pre-selection by the department and the review by the HR department, the interest group is also sent a tabular overview of the selected applicants. This provides information on any applicants with a severe disability or legal equivalent, in-house applicants by (temporary) employees and to what extent the recruitment requirements required in the advertisement are met.

4.4 Selection step II: Composition of the selection committee and final selection on the basis of interviews

In addition to the faculty, the respective committees are involved in this selection step. In addition to the committee members, the selection committee generally consists of two people from the faculty.

If severely disabled persons or persons with legally equivalent status are invited to an interview, the representative body for severely disabled persons is allowed to participate in all interviews during the process (including those of non-disabled applicants).

All applicants are treated equally throughout the selection and recruitment process.

The interviews are always conducted in person and with the help of structured interviews in order to facilitate a comparison of all applicants and also to ensure that the best candidates are selected.

Other selection methods that can be used are, for example: preparing and presenting a task or a short academic presentation, test procedures, work and teaching samples. For positions of particular importance, multi-stage procedures may be carried out or an or an assessment centre.

After the interviews have been conducted, the department will draw up a selection note based on the evaluation of the documents submitted and the interviews. This will indicate which applicant is to be offered the position.

4.5 Recruitment phase

The HR department then receives the application for recruitment for the relevant position. This document is submitted to the relevant interest groups as part of the co-determination procedure. As part of the participation procedure, the Staff Council generally has two weeks from the date of submission to respond; the Equal Opportunities Officer has one week to appeal. The representative body for severely disabled persons must be permitted a hearing period of one week if severely disabled persons or persons of equal legal status have also applied for the position.

The HR department submits a corresponding offer to the applicant for the vacant position, subject to the positive involvement of the committees. This is intended to facilitate the quickest possible recruitment process. Suitable candidates may be required to hand in any additional, relevant documents required for recruitment and salary classification.

All unsuccessful applicants will receive a rejection letter from the HR department. Employers must allow a two-week period between sending out rejection letters and getting the successful applicant to sign their contract. This gives unsuccessful applicants the opportunity to lodge a complaint and review the procedure.

5 Quality assurance and complaints management

In order to ensure compliance with the above described and the quality of their implementation and to continuously optimise the entire recruitment process, takes the following measures, among others:

- The GSU provides various guidelines, checklists, information and, if necessary, training content for managers and persons involved in the process and checks these at regular intervals to ensure that they are up to date and need to be adapted.
- Specific information or training is provided for (new) members of the selection committees.
- Feedback, comments or complaints about the application and selection process can be sent by e-mail to feedback-recruiting@dshs-koeln.de and are systematically recorded and evaluated for further optimisation.

6 Further information

In addition to the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers as part of the process provided for by the European Commission, the GSU takes into account further regulations with regard to selection and recruitment procedures and employment at the GSU. These include, among others:

- [Higher Education Act \(HG\) NRW](#)
- [Collective agreement for the public service of the federal states \(TV-L\)](#)
- [Basic Regulations of the GSU](#)
- [Regulations for the appointment of professors and junior professors at GSU \(Appointment Regulations\)](#)
- [Academic Temporary Contract Act](#) (WissZeitVG)
- [Part-Time and Fixed-Term Contracts Act](#) (TzBfG)
- [State Civil Service Act](#) (LBG) NRW
- [Staff Representation Act for the State of NRW](#) (LPVG) NRW
- [General Equal Treatment Act](#) (AGG)
- [Social Security Code](#) (SGB) IX
- [GSU University Development Plan](#)
- [Regulations for safeguarding good scientific practice](#)
- [Agreement on good employment conditions](#)
- [GSU Equal Opportunities Plan](#)
- [Teaching Obligations Ordinance](#) (LVV) NRW
- [Inclusion agreement](#) (internal document)
- [Personnel development concept](#) (internal document)
- [Appointment procedure at the GSU - Guidelines](#) (internal document)

7 Decisive Version of these Guidelines

The Policy has been drafted in German and English. In case of Ambiguities the German version shall prevail.