

6 April 2023

General principles of recruitment

Open, transparent, and merit-based (OTM-R) recruitment policies defined by the European Commission are the cornerstone of our recruitments. Successful recruitments improve the level of scientific and societal expertise within our community and help us build a strong employer brand.

This document describes the general principles Tampere University applies in the recruitment of new employees. More detailed practical guidelines are available on the University's Intranet.

Job titles and qualification requirements

As set out in Section 25 of the Finnish Universities Act (558/2009), hiring decisions are made by the President or the university's administrative body or a person to whom this authority has been delegated by the President. Tampere University has adopted a four-level research career model that is supplemented by the University's separate guidelines on career path models. Section 16 of the University Regulations sets out the general principles governing appointment procedures and qualification requirements.

Recruitment procedures

Our recruitment processes are transparent and consistent with the principles of fairness, equality and non-discrimination. As a rule, all our vacancies are openly advertised. International recruitments are encouraged, and they are conducted in a target-oriented manner. Tampere University is committed to the responsible evaluation of research and the principles of the European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers.

Initiation of recruitment processes

New employees are primarily recruited in accordance with the human resources plans that are incorporated in our operational plans. Human resource planning is consistent with the University's strategy, reflect our core values and goals, have a long-term focus and be responsible and sustainable. If a recruitment is not included in the human resource plan, a special permission is needed for the recruitment.

The recruitment process begins with the definition of the job description. The job title and the qualification requirements are defined in accordance with the University's guidelines. If

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necessary, a separate appointment committee may be established to make preparations for the recruitment process. The appointment committee must possess sufficient expertise in the field of the open position. In the recruitment of teaching and research personnel, the appointment committee is nominated based on scientific expertise. An HR representative supports the recruiting Unit and acts as the secretary of the appointment committee. The requirements of the Act on Equality between Women and Men and the principles on the avoidance of conflicts of interest are applied in the composition of the appointment committees and the selection of external reviewers of the candidates. Tampere University has a separate policy on the assessment of conflict of interest in recruiting.

Job advertisements are published, and the applications are delivered to the University via an electronic recruitment system. The pre-defined recruitment criteria are always clearly described in the job advertisements. For each open position, the most suitable advertising channels are identified. All job advertisements intended for international candidates are always also posted on EURAXESS.

Evaluation and selection of candidates

All persons who participate in a recruitment process are obligated to observe the data protection principles when processing candidate data. Applicants are treated equally, and the principles of equality and non-discrimination are observed when making hiring decisions. During the recruitment process, applicants are informed about the progress of the application process in an appropriate way. The University collects candidate feedback to develop the recruitment processes.

The applicants are assessed using the most appropriate methods in each case. In the evaluations, the following assessment methods may be used, among other things: video interviews, expert reviews, interviews, research presentations, assessments of teaching competence and aptitude tests.

Hiring decisions are based on an overall evaluation of the candidate's competence and suitability for the position which has formed during the recruitment process. Employees are officially hired when the employer's representative signs their employment contract.