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# Hiring Procedures

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Competitive hiring procedures at Charles University vary by position. A typical workflow is as follows:

- **Application collection** – The job advert includes all necessary information, including the salary range and instructions on how to apply.
- **Selection Committee** – Selected employees of the university participate in the evaluation of the recruitment process. For academic positions and certain other managerial positions, the committee is appointed by the Rector of Charles University, or by the Dean or Director of the relevant unit.
- **First round – Application assessment** – We review CVs and required documents according to the criteria listed in the job advertisement. Applicants who do not progress to the next round are notified.
- **Second round – Interviews** – We meet in person (or online) to discuss your and our expectations. This round may include a task assignment or an additional interview.
- **Evaluation and decision** – The selected candidate receives an offer, and unsuccessful candidates are informed of the outcome.

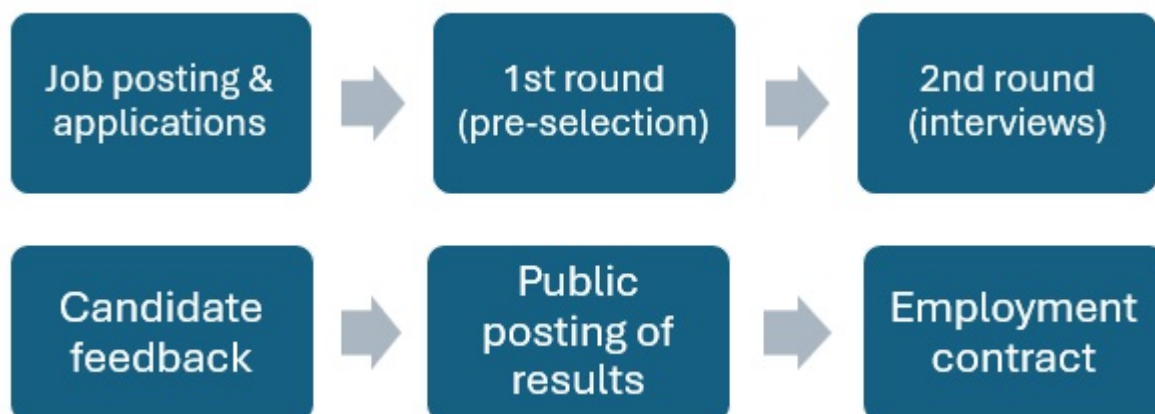
**We minimise bureaucracy:** We request only essential documents and aim to keep the process simple.

**We ensure equal opportunities:** No candidate is disadvantaged due to gender, age, nationality, health, or other personal characteristics. We evaluate solely qualifications, results, experience, quality, and potential.

**We value expertise:** Members of the selection committees are qualified, professionally competent, and avoid conflicts of interest.

## Competitive Hiring Procedures for Academic Staff

Competitive hiring procedures for Academic positions follow the [Competitive Hiring Process Code](#) , which reflects the principles of the [European Charter for Researchers](#) .



### 1. Posting the Position and Collecting Applications

Vacancies are advertised for at least 30 days in both Czech and English on university websites and external portals.

### 2. Selection Committee

The committee is appointed by the rector, dean, or director of the respective unit. It acts on behalf of its chair, has at least three members, and is, where possible, balanced in terms of gender, age, and expertise. Committee members are professionally competent and avoid conflicts of interest.

### 3. First round – Evaluation of Written Documents

The committee evaluates whether applications meet the required criteria and creates a shortlist of candidates progressing to the next round.

#### 4. **Second Round – Interview**

Shortlisted candidates participate in an interview with the selection committee (in person or online). Interviews follow pre-defined evaluation criteria. We consider overall experience (research and teaching), motivation, creativity, potential, mobility, knowledge transfer, language skills, team/project leadership experience, and other position-specific competencies.

#### 5. **Evaluation and Decision**

After interviews, the committee submits a recommended ranking to the rector, dean, or director. They then decide on the final ranking. Results are published within 30 days, and unsuccessful candidates are notified. If requested within two weeks, we provide feedback on strengths and development areas.

**Specific conditions may apply for grant-funded positions.**

## **OTM-R Policy for Hiring Procedures for Academic Staff**

We ensure minimal administrative burden, equal opportunities, and compliance with the European OTM-R principles (*open, transparent, merit-based recruitment*):

**Open** – Every position is publicly advertised; we welcome internal and external candidates from the Czech Republic and abroad.

**Transparent** – Conditions, deadlines, qualifications, and criteria are published in advance.

**Merit-based** – Selection is based on demonstrable results, not impressions.