

The procedures for recruitment of scientists

1. FAME|GRAPE endorses *European Charter of Researchers and the Code of Conduct for Recruitment of Researchers*.
2. Recruitment of a scientist for all positions and for all durations requires an open competition procedure.
3. The call for applications specifies: the skills of the target candidate and the evaluation criteria, the tasks to be performed, the terms of employment including the compensation, the duration of the contract, the time equivalent and other relevant working conditions. The call for applications are open to applicants of all ages, genders, races, religions, views, places of birth, sexual orientations and gender identifications as well as all other personal characteristics unrelated to the applicants' research potential.
4. If required by the funder, the call for applications may define eligibility based on age or stage of career (e.g. period of doctoral studies, the post-doc, etc.).
5. The open recruitment is not strictly required in the case of extension.
6. The call for applications is announced by the FAME Management Board. The Board appoints the recruitment committee members. The committee can comprise 3 to 5 people. The principal investigator is always a part of the committee. The committee ought to include at least one woman and at least one man.
7. Call for applications is disseminated via the FAME website, FAME social media, websites of funders (if feasible), job portals for the academics.
8. The call for applications has to include information about the scientific position, the type of the contract, the compensation, the required qualifications and supporting documents, as well as the relevant.
9. Applicants send their dossier to the FAME email address. Recruitment through portals is also allowed.
10. The application deadline cannot be shorter than 14 days since announcement.
11. The selection of candidates is carried out in two stages.
 - a. The first stage consists of the assessment of all applications for eligibility and substantive compliance with the call for applications.
 - b. Selected candidates proceed to the second stage, i.e. an interview. The candidates are notified about the date of the interview in writing by the principal investigator or the FAME Management Board.
12. The recruitment committee prepares a report from the recruitment procedure
13. The recruitment committee informs about the results of the competition via the FAME website no later than 7 days after its resolution.
14. The recruitment competition procedure is invalidated if there is a serious violation of the above rules
15. If the competition committee finds that none of the candidates met its conditions, the competition is considered unresolved.
16. The procedure does not apply to project managers if their employment is financed from their project.
17. The procedure does not apply to persons employed with donations from private natural and legal persons.