

**EUROPEAN FOREST INSTITUTE
RECRUITMENT INSTRUCTIONS**

**AS DECIDED BY THE BOARD OF THE EUROPEAN FOREST INSTITUTE
1 OCTOBER 2012**

**AS UPDATED BY EFI DIRECTOR
1 APRIL 2021**

1. GENERAL

1.1. Introduction

This document provides guidance concerning the keys stages of the recruitment process, to ensure a structured and consistent approach to recruitment.

These instructions apply to the recruitment of all EFI employees.

1.2 General Principles

Recruitment shall be based on a fair and unbiased selection process.

EFI is committed to ensure that no consideration will be given to nationality, race, gender, political persuasion, marital status or sexual orientation when carrying out a recruitment process.

1.3 Responsibilities

It is the responsibility of the Recruiting Supervisor (which is usually the supervisor of the position to be recruited) to ensure adherence to the recruitment instructions.

It is the responsibility of Head of HR & Administration to provide support and guidance to the Recruiting Supervisor during the recruitment process. If required, Head of HR & Administration can delegate associated tasks as detailed in these instructions.

1.4 Documentation

At all stages of the recruitment process it is important that notes detailing any action taken are kept by HR. The notes must be relevant to and necessary for the process.

1.5 Confidentiality

All applications as well as other information and documentation relating to a recruitment process shall be treated confidentially, and may, with the exception of what is stated in the following paragraph, only be disclosed to members of the selection committee and other persons specifically authorized by the Head of HR & Administration.

- The following information about a recruitment process can be disclosed: number of applicants, gender distribution, age distribution and nationalities of applicants.
- Contacting referees as part of the selection process.

No information about appointment of a person may be disclosed before an official announcement has been made by EFI.

1.6 Participation of the Staff Committee

The Staff Committee shall be entitled to choose a representative to participate as an observer in all steps of the selection process of Deputy Director.

1.7 Interview Travel Costs

EFI will reimburse travel and accommodation costs for candidates participating in the recruitment process. Any reimbursement of costs will be according to economy class travel based on the most cost-efficient itinerary and standard room hotel accommodation. Candidates are required to provide an estimation of costs. If requested, EFI can make arrangements on behalf of the candidates.

2 TYPES OF RECRUITMENT

The standard practice is to fill any vacant and new positions through a competitive recruitment process.

2.1 Competitive Recruitment Process

Internal Recruitment

When deemed appropriate, a position will be advertised internally via internal communication channels.

Interviews are conducted with internal candidates that meet the requirements for the position. If an internal candidate is deemed suitable for the position, they are offered the position and no external recruitment is required.

If internal candidates are not offered the position, they will be informed by the Recruiting Supervisor.

External Recruitment

If a position cannot be filled internally, an external recruitment process will be carried out. Positions will be announced on EFI website and other media as decided by the Recruiting Supervisor.

2.2 Direct Appointment

This means filling a position without a competitive recruitment process and is only allowed with written approval from EFI Director (or another person authorised by EFI Director).

A written justification to support the use of direct appointment must be provided by the Recruiting Supervisor in consultation with the Head of HR & Administration for approval.

3 PRE-RECRUITMENT PROCESS

3.1 Authorisation to Recruit

The requirement to fill a vacant position in a Unit, Programme or Facility and initiate a recruitment process is, in consultation with Head of HR & Administration, decided by the respective Head.

3.2 Vacancy Announcement

The Recruiting Supervisor will prepare the vacancy announcement for the position and send to Head of HR & Administration for review.

Vacancy announcement will normally contain at least the following information:

- A brief description of EFI and overview of position
- Key responsibilities for the position
- Qualifications and experience requirements
- Duration of appointment
- Location of employment
- Deadline for applications

Competitive recruitment processes will be advertised for at least two weeks.

4 SELECTION PROCESS

4.1 Receipt of applications

Head of HR & Administration shall log all applicants received for a position on the applications received log which will serve as a permanent record of all applications received. The log will detail statistics relating to gender, age and nationality.

4.2 Selection Committee

The committee will normally consist of at least three EFI employees, who have a position at least equal to that of the position being recruited. The members of the committee are proposed by the Recruiting Supervisor and confirmed by the Head of HR & Administration. The Recruiting Supervisor and Head of HR & Administration shall be members of the committee.

EFI Director will appoint members of the selection committee for the recruitment of Deputy Director.

All committee members must inform Head of HR & Administration of any potential conflicts of interest as stated in EFI Staff Code of Conduct.

4.3 Shortlisting of candidates

The selection committee is responsible for the shortlisting of candidates against the qualifications and experience requirements for the position. This process should normally be completed within two weeks of the closing date stated on the vacancy announcement.

4.4 Interview Process

The interview process will normally consist of a two-stage process, as follows:

First stage interviews

The selection committee will carry out first stage interviews, usually virtually or with face-to-face interviews with all shortlisted candidates. The same interview method will ideally be used for all candidates.

After concluding the first stage interviews, the selection committee will select candidates for the second stage interview. The selection committee can decide if appropriate, that further interviews are not required and can move to select the preferred candidate.

Second stage interviews

This stage will consist of face-to-face interviews and normally be carried out at the location in which the position will be based.

The Recruiting Supervisor is responsible for developing questions for the interview process, with support from Head of HR & Administration.

Should performance tests be carried out the candidates will be provided with clear instructions on how to complete the test, procedure for administering and the time available for completion.

Decision and documentation

Upon completion of the interviews, the selection committee shall evaluate the candidates. Following the evaluation, the Recruiting Supervisor will then make a final decision on the preferred candidate for the position, ideally within two weeks of completing the interview process.

The preferred candidate will be contacted by the Recruiting Supervisor or Head of HR & Administration to confirm the outcome of the interview process and inform that they have been selected as the preferred candidate and that the next step in the process is to contact referees. The Recruiting Supervisor will contact at least one referee as provided by the selected candidate. Referees are requested to provide comments in relation to the candidate's suitability for the position to which they have applied. A reference request can be carried out by phone or email.

4.5 Offer of employment

Subject to obtaining positive references as decided by Recruiting Supervisor, salary negotiations will be conducted with the preferred candidate. This process will normally be led by Head of HR & Administration.

Once negotiations are concluded, Head of HR & Administration will initiate contractual procedures with the selected candidate.

4.6 Post selection notification

The Recruiting Supervisor or Head of HR & Administration will inform unsuccessful candidates that attended the interview process.

An official announcement will be made by EFI following the conclusion of all contractual procedures relating to the appointment of the selected candidate.

5 CHANGES TO THE RECRUITMENT INSTRUCTIONS

Changes are decided by EFI Director.