



## Guidelines for Open, Transparent, and Merit-based Recruitment at the WZB

The WZB is committed to the principles of Open, Transparent, and Merit-based Recruitment of Researchers (OTM-R) established by the European Commission. This document summarizes the strong concordance between the requirements of the OTM-R and the WZB's recruitment process for positions lasting 6 months or longer. The WZB's recruitment policies and processes, which are outlined in detail in the WZB "Booklet for Recruitment Procedures and Staff Induction" (for staff) and the internal Guidelines for Director Appointment Procedures (for faculty), provide thorough guidance to ensure that the requirements of OTM-R are fulfilled for all open positions.

### Developing a position and constituting a search committee

- While precise membership of a search committee may vary by position, both the "Booklet for Recruitment Procedures" and the "Guidelines for Director Appointment Procedures" include clear guidelines for the formation of search committees. In particular, all search committees include the following non-voting members:
  - Member of the Works Council (*Betriebsrat*).
  - Equal opportunity commissioner.
  - When applicable, the officer for severely disabled.
- Before advertising a new position, the Search Committee, led by the chair, develops a concrete list of job requirements and necessary skills for the position.
- The position description is developed according to the job requirements and necessary skills determined by the Search Committee.

### Advertising and Application Phase

As an international research institute, the WZB strives to recruit the best candidates for all open positions. The following measures are in place to ensure that our positions will attract a diverse international pool of candidates while minimizing the potential administrative burden to applicants:

- Positions are advertised in English and German.
- Positions are posted using gender-neutral language.
- Use of standard templates (in English and German) that include the following statements:
  - Equally qualified candidates with disabilities will be prioritized.
  - Applications are welcome from all candidates, regardless of gender, nationality, ethnic or social background, religion, disability, age, or sexual orientation.
  - Women and people with a migration background are especially encouraged to apply.
  - A description of WZB working conditions, including flexible work hours, professional development opportunities, and certifications through HRS4R and the German Work-Family audit.
- Use of a standard checklist of online portals for job postings, including Euraxess and other international platforms (e.g., discipline-specific professional organizations).
- Use of an e-Tool for all job applications, enabling candidates to apply online.
- Use of an e-Tool to track applications from underrepresented groups.



## **Selection and Evaluation Phase**

- Candidates are evaluated according to the criteria set forth in the published job description. No additional factors are added during the selection and evaluation phase.
- All candidates undergo the same selection and evaluation process, including interview questions and/or required tests.

## **Appointment Phase**

- All candidates receive written notice of their status at the end of the selection process.
- Candidates may receive feedback in accordance with German employment legislation.