



Guideline on Personnel Recruitment in Science and Administration

– open, transparent, performance-based and quality-based –



Technology
Arts Sciences
TH Köln

Preface

Recruitment at TH Köln is a highly relevant topic for the university.

It is therefore of central concern to the university management that this guideline is drawn up for all groups of employees of TH Köln in science and administration. The guideline defines the basic principles of personnel recruitment for the entire university. By implementing the guideline, the university not only satisfies its own basic principles, but also automatically meets the requirements of the OTM-R Report (Open, Transparent und Merit-based Recruitment of Researchers), which was developed as part of the European initiative "Human Resources Strategy for Researchers" (HRS4R). With its holistic approach, it goes even further.

In 2014, TH Köln was one of the first German universities to be awarded with the "HR Excellence in Research" seal by the EU Commission, which is a mark of fair recruitment processes and good working conditions. One goal of the HRS4R initiative is to create better working conditions for researchers with quality-assured human resources management and to establish the profession "researcher" more strongly. This guideline, the associated internal measures and the continuous implementation of the contract on good employment conditions for university staff (dated January 15, 2016) contribute in their entirety to the implementation of part of the European Charter for Researchers, in particular the Code of Conduct for the Recruitment of Researchers.

sgd.

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1 Introduction

The recruitment of (highly) qualified and motivated staff for teaching, research and administration from Germany and abroad is a crucial success factor for the performance and continuous development of TH Köln as a university of the future. The aim is to attract and recruit the most suitable employees for the university.

This guideline defines four basic principles for personnel recruitment at TH Köln: openness, transparency, performance and quality. The entire personnel recruitment process as well as the methods and instruments of personnel selection are aligned with these fundamental principles.

2 Scope of the Guideline

The guideline applies to all employment relationships in science and administration at TH Köln for which staff are recruited:

- Professors
- Teaching staff with special tasks
- Research associates in the following areas
 - Research (doctoral students and postdoctoral researchers),
 - Administration
 - Supervision
- Staff in central institutions and faculties
- Staff in the university administration
- Apprentices

The guideline applies to all groups of persons involved in personnel recruitment. These are first of all the managers who fill vacancies in their department. Furthermore, it concerns employees from the HR Services Department who are involved in the recruitment process and provide content support. The guideline is also relevant for the various representatives on the committees and panels that are involved in the recruitment process. Lastly, the guideline concerns other professional and managerial staff and student representatives who attend the selection panel. All the above groups of persons are obliged to implement the guideline as part of the recruitment process.

The guideline applies to all phases of the recruitment process:

- Planning and application phase
 - Requirements analysis and requirements profile
 - Determination of the framework conditions
- Job advertisement and application phase
- Selection and evaluation phase
 - Structured selection procedures
 - Objective evaluation methods
- Appointment or recruitment phase

The recruitment process is adapted to the character and nature of the vacancy. Deviations in the procedure are clearly formulated, objectively justified and made transparent. Supplementary regulations for the recruitment of professors at TH Köln are documented in the Appointment Regulations and the Appointment Guideline of TH Köln.

3 Basic principles of personnel recruitment

TH Köln has set itself six core values (diversity, openness, relevance, internationalization, a culture of empowerment and quality) and aligns its culture, thinking and actions with these values. The core values are reflected in all areas of the university's activities, and especially also in the recruitment of new employees.

In the following four basic principles of personnel recruitment, the core values of TH Köln merge with the OTM-R basic principles for the open, transparent and merit-based recruitment of employees.

By complying with and implementing the guideline, TH Köln contributes to strengthen these basic principles in practice.

The following section outlines measures that contribute to the implementation of the basic principles of personnel recruitment at TH Köln.

3.1 Openness

Our personnel recruitment is based on the principle of equal opportunities. This is guaranteed for all candidates regardless of their age, gender, ethnic origin, religion or belief, disability or sexual identity. The recruitment processes are open to all interested candidates who meet the requirements profile.

Specifically, we implement this at TH Köln with the following measures:

- We intend to advertise all positions externally and internally.
- We advertise vacancies with an international focus in German and English on national and international platforms (e.g. EURAXESS).
- In our job advertisements, we deliberately invite applicants from underrepresented groups to apply and consider these appropriately in the selection process. This means that we explicitly include proactive elements for underrepresented groups.
- We accept electronic applications and work continuously to expand digitization and simplify the application process to further minimize the administrative burden for candidates.
- We enable video-based/web-based selection procedures in order to minimize international barriers such as geographical distance and different time zones.

3.2 Transparency

TH Köln emphasizes transparency in its recruitment procedures and thereby creates the basis for a high degree of acceptance of the recruitment process for all groups involved in the process, especially for applicants.

Specifically, we implement this at TH Köln with the following measures:

- We publish clear, concise and quality-checked job advertisements that contain all relevant information (required skills, working hours, duration of employment if applicable, salary).
- We publish links to further or more detailed information (e.g. TV-L remuneration, W salary scale, recruitment requirements for professors).
- We provide transparent information on the application process and selection procedure (including the approximate duration of the procedure) on our homepage.
- We ensure prompt, centrally controlled communication with applicants.
- We provide information about careers and TH Köln as an employer on our homepage, through information events and as part of the selection process.

3.3 Performance

The aim of TH Köln in the context of personnel recruitment is to attract, select and retain the most suitable employees for the university. Therefore, the entire personnel recruitment process is based on requirements and performance.

Specifically, we implement this at TH Köln with the following measures:

- We carry out requirement analyses to determine the requirements profile of the specific vacancy. This ensures that the required qualifications and competences are formulated appropriately for the requirements of the position and that the suitable applicants are addressed.
- We base the specification and composition of the selection committees on coordinated regulations. For the recruitment of professors, these regulations are documented in the Appointment Regulations and the Appointment Guideline of TH Köln. For all other recruitment procedures there are guidelines for managers.
- We carry out multi-level, structured selection procedures based on skills and competencies.

3.4 Quality

As a University of Applied Sciences we commit ourselves to the highest quality standards in every respect within the framework of our financial, staffing and infrastructural capabilities.

This also applies to our personnel recruitment procedures. Ensuring the quality of personnel recruitment and continuously expanding it is important to us.

Specifically, we implement this at TH Köln with the following measures:

- We provide training in the relevant topics for all groups of people involved in the process.
- We ensure a target-oriented exchange of information between those involved in the process.
- We offer managers competent professional support in formulating job requirements and during the selection process.
- We provide the internal groups involved in the process with guidelines containing advice and tips.

We obtain feedback, regularly review our recruitment process and the selection tools we use and develop them further.

4 References and further links¹

General principles

- [Constitution of TH Köln](#)
- [University Development Plan](#)
- [Higher Education Act \(Hochschulgesetz\)](#)
- [Civil service law \(especially Civil Service Status Act \(Beamtenstatusgesetz\) and State Civil Service Act \(Landesbeamtengesetz\)\)](#)
- TV-L Remuneration

Working conditions

- [Guidelines on Good Scientific Practice](#)
- [Contract for Good Employment Conditions \(internal document\)](#)

Personnel recruitment

- [Vacancies and FAQs](#)
- [OTM-R guideline](#)
- [Appointment Regulations](#)

Training and development

- [Appointment guideline \(internal document\)](#)
- [Guidelines for Managers \(internal documents\)](#)
- [Guideline for Moderators of Selection Processes \(internal document\)](#)

Equality/equal opportunities

- [Equal Opportunities Directive](#)
- [Equal Opportunities Plan of TH Köln – University of Applied Sciences](#)
- [Equal Opportunities - Common Guidelines](#)
- [Integration Agreement](#)

¹ This guideline will be published in digital form. Each document listed below is linked to the corresponding page on the <https://www.th-koeln.de> website. In individual cases, the link refers to websites of the state or federal government or the EU. Internal documents are available for review in Team 9.3 Human Resources Development and Recruitment.

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