

28.01.2019

## Staff Recruitment Policy

As set out in the strategy of Tampere University, we recruit, support and develop future game-changers. Successful recruitments improve the level of scientific and societal expertise within our community and help us build a strong employer brand.

### 1. Purpose of this Policy

As set out in Section 25 of the Finnish Universities Act (558/2009), hiring decisions are made by the President or the University's administrative body or person to whom this authority has been delegated by the President. The Director, People and Culture may issue further guidelines that supplement this Policy.

### 2. Titles and qualification requirements

Tampere University has adopted a four-level research career model that is supplemented by the tenure track system. Section 16 of the University Regulations sets out the general principles that govern appointment procedures and qualification requirements.

### 3. Recruitment procedures

Our appointment and recruitment procedures are transparent and consistent with the principles of equality, fairness and non-discrimination. As a rule, all our vacancies are openly advertised. We encourage international recruitment.

#### 3.1 Initiation of recruitment processes

New employees are primarily recruited in accordance with the human resources plans that are incorporated into our annual operational and financial plans. Human resource planning must be consistent with the University's strategy, reflect our core values and goals, have a long-term focus and be responsible and sustainable. If a specific open position is mentioned in the human resources plan approved by the President, a separate permission to initiate the recruitment process will not be necessary.

If an open position is not included in the human resources plan, the recruitment process may not be initiated without the employer's permission. Before initiating the recruitment process, the person responsible for the unit's finances must be consulted to ensure the availability of financial resources.

The duties and functions of an open position and the skills required to successfully perform them must be listed in as much detail as possible before initiating the recruitment process.

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The job title must match the position. If necessary, a separate recruitment committee may be established to make preparations for the recruitment process. When members are appointed to the committee, the provisions set out in the Equality Act must be observed. Gender balance must likewise be considered when appointing individuals to expert positions. The HR Partner will serve on the recruitment committee as a representative of human resources administration.

As a rule, vacancies are advertised and applications received through the University's online recruitment system.

The HR Partner will assist the unit that is recruiting a new employee with matters relating to human resources administration during the recruitment process.

### 3.2 Evaluation and selection of candidates

The candidate selection process will involve the persons who are considered relevant with respect to the open position. All persons who participate in the recruitment process are obligated to exercise particular care when processing candidate data.

All candidates must be treated fairly, and the principles of equality and non-discrimination must be observed when making hiring decisions. Candidates must be kept up-to-date on the status of their application.

The appropriate evaluation methods will be selected on a case-by-case basis and may include, for example, expert reviews, interviews, research presentations, video interviews, aptitude tests and trial lectures. Candidates' teaching skills will be evaluated when they are applying for teaching-oriented positions or, if necessary, other positions.

Hiring decisions must be based on an overall evaluation of the proposed candidate's qualifications and suitability for the position based on his or her expertise, experience and other merits.

Employees are officially hired when they sign an employment contract.