

UTC OTM-R Policy

University of Technology of Compiègne was awarded the HR Excellence in Research (HRS4R) label in December 2016. UTC has long been committed to respecting the principles enshrined in the OTM-R policy and to **developing an open, transparent and merit-based recruitment policy**, in compliance with the guidelines set out the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

A variety of staff profiles:

The recruitment of researchers at UTC distinguishes different categories of researchers:

- tenured academic personnel (associate professors and full professors) and non-tenured lecturers/researchers,
- scientific personnel (doctoral students, postdocs and professional researchers),
- technical personnel may also be recruited for research support functions.

Apart from doctoral students, who are recruited by the Doctoral School, all of the university's recruitment is handled by the HR recruitment unit. Centralizing recruitment in this way is intended to make the recruitment process more professional and more secure.

Each category has its own recruitment process (although processes will in some cases be similar between categories) used for all recruitments in that category, whether permanent or temporary.

All recruitment procedures and document templates (requests to recruit, recruitment forms) are made available via UTC's digital workspace to ensure maximum transparency and as an aid to recruiters. These procedures and templates have also been compiled in a recruitment guide posted on the university's website.

Open, transparent and merit-based recruitment processes:

All positions (other than for doctoral students) have a job profile drawn up jointly by the recruitment contact and the HR recruitment unit. The competency requirements for the position are published in the recruitment notice or the job profile.

Positions are widely publicized. All are posted on the *Recrutement* section of the UTC website and, depending on the type of recruitment, published by *Pôle Emploi* (the French national employment agency), by *APEC* (an association in France concerned with the recruitment of professionals), by *PEP* (a recruitment platform for the French public sector), and on social networks (*Indeed* and *LinkedIn*). Research positions (according to a broad definition of the term) are posted on the European *Euraxess* platform.

For doctoral students, all thesis proposals are published in the *École Doctorale* section of the UTC website. Where appropriate, they are also published on the website of *ABG (Association Bernard Grégory)*, concerned with the career development of those graduating with a doctorate), and on *Euraxess*.

Applications (other than for recruitment by competitive examination) may be submitted via the recruitment platform that is part of the UTC website.

For any recruitment the university will appoint a recruitment panel (that is also sometimes referred to as a “selection committee” in the case of tenured academic staff, and as a recruitment “jury” for tenured engineers, technicians and administrative staff). This panel is responsible for ensuring that applicants are treated equally and that there is no unfair discrimination of any kind in the selection process.

Members of the panel are bound by a duty of impartiality, objectivity and neutrality.

A training session on how to conduct a recruitment interview is also offered by the HR division to any staff members who may be part of a recruitment panel.

Each year, at the launch of the recruitment process, selection committee chairs are also invited to view an awareness video on unconscious bias.

Once the selection phase is complete, all applicants receive an email informing them of the outcome of their application (either *unsuccessful* or *successful*, and including a ranking in some cases).

Possible exceptions:

Exceptions to the processes and rules described above may be made only in order to retain, reinstate, or extend the employment of an existing researcher, or for the purposes of positive discrimination. Whenever such exceptions are made, the process must be transparent, justified, and documented. In no circumstances may exceptions be made in relation to an applicant’s qualification and suitability for the job profile.

A strong staff integration policy:

The way in which new staff begin their employment depends on the person recruited, on the hosting structure and on the HR division.

Reception procedures are made as easy as possible and planned in advance. On their arrival, new staff members are given a welcome booklet as well as access to digital resources (the UTC digital workspace, a UTC e-mail address, etc.).

Twice a year the university organizes a reception day for all new staff to familiarize them with the various support services and contact persons.

Training courses on how institutions of higher education function and on how staff are organized are also offered to new arrivals to help them adapt to their new working environment. Further training may be organized as necessary to help them get started in their role and to help them acquire the skills they will need for carrying out their tasks and progressing in their career.

The university offers its staff career support and follow-up from the HR division’s careers advisor.

UTC also endeavours to support and retain staff members with disabilities. It is implementing the actions set out in the Disability Blueprint and focusing on the inclusion of those with disabilities within the university community. More generally, an action plan for equality in the workplace is being implemented, together with measures designed to combat discrimination.

These actions also benefit contracted doctoral students, who, in addition, have their own reception and follow-up procedures as they pursue their doctoral studies. An annual start-of-year day is organized by the Doctoral School, and specific teaching is on offer in the form of scientific and technical courses, together with cross-disciplinary and vocational courses to help them start their careers.