



A HANDBOOK OF RECOMMENDED PROCEDURES FOR HIRING, ONBOARDING, AND ADAPTATION OF EMPLOYEES OF THE INSTITUTE OF PHILOSOPHY

Dear colleagues,

Successful hiring, onboarding, and adaptation of new employees at the Institute of Philosophy requires that certain steps be taken. They are described in the recommended procedures below. By following these procedures, we make sure that nothing of importance was forgotten. We hope that this document will aid your easier and faster orientation in the processes mentioned above and clarify the competencies and roles of the individuals and departments which play a role in them.

The recommended procedures pertain to the following phases:

1. Advertisement of an open position
2. Organisation of a selection procedure
3. Arrival of the new employee
4. Adaptation of the new employee



1 ADVERTISING A POSITION

- 1.1. Head of a department/unit sends HR generalist materials needed to announce a selection procedure for a new position. This takes place at least 1–2 months before the new employee is expected to start. Materials supplied to create an advertisement of a position should include: the name of the open position, its place within the organisational structure of the Institute, approval of the management of the Institute of Philosophy, the kind of employment relation envisaged (employment contract, contract to perform a job, contract to complete a job), the extent of full-time equivalent envisaged (full-time, part-time, etc.), the date of expected start of work, anticipated duration of employment, and a proposed salary.
- 1.2. HR generalist contacts the head of unit, eventually the direct superior, to add any eventually missing information, the two go over the detailed specification of requirements on candidates together, agree on the final wording of the advertised position (which is based on a [standardised model advertisement](#)). Then they discuss the particulars and organisation of the selection procedure. Information accompanying the position specifications will form the basis of an [evaluation table](#) of competencies of the candidate.
- 1.3. HR generalist then in collaboration with a PR specialist organises appropriate web advertisement (website of the Institute of Philosophy, career pages of the Czech Academy of Sciences, social network profiles of the Institute of Philosophy, Slack, www.vedavyzkum.cz, EURAXESS, www.jobs.cz, Philos-L, <https://philjobs.org/>, <https://www.academia.edu/>, <https://www.researchgate.net/> etc.). In case of a paid advertisement, HR generalist prepares a 'Request for issuing an order', makes sure it is signed by the authorised persons, and organises with suppliers realisation of the advertisement.

2 ORGANISATION OF THE SELECTION PROCEDURE

- 2.1. In collaboration with management of the Institute of Philosophy, an HR generalist organises the appointment of a selection committee and sends the document to members of the committee. In case the HR generalist does not have the contact details of intended committee members, this info is sent by the head of the relevant unit, eventually head of the selection committee.
- 2.2. The members of a selection committee and their number is selected in consideration of the position in question (requirements are different for a researcher or member of infrastructure of the Institute of Philosophy). We recommend that a selection committee should have 3 to 5 members (at most) to make sure that the candidate does not feel too 'outnumbered'. It is also desirable that each committee should include at least one woman. If the team in question has no female members, it is possible to ask either a colleague from another research team or someone from the HR department. It is also



advisable that a selection committee includes not only internal members (employed by the Institute of Philosophy) but also external members (from outside the Institute).

- 2.3. The HR generalist, eventually head or assistant of the HR department (depending on preference) then preselects applications which arrive and contacts candidates who did not meet formal requirements for being included in the selection procedure.
- 2.4. The HR generalist organises in-person (or, in case of unfavourable epidemic situation online) interviews with the selected candidates.
- 2.5. The HR generalist sets up a brief meeting for the purpose of organisation (app. 1–2 days ahead of the selection interviews) where members of the selection committee agree on a schedule and organisation of content of the interviews and divide their ‘roles’.

Recommended structure and schedule of interviews with candidates:

Introduction – a brief welcome, introduction of the institute, overview of interview content	5 min
Discussion of the CV – ascertaining the motivation, competencies, experiences, ambitions, etc.	10–15 min
Introduction of the position – space for candidate’s questions	10–15 min
Conditions of employment – salary, possible start, etc.	5 min
Conclusion – information about what comes next in the selection process, thanks and goodbyes	5 min

- 2.6. In case interviews with candidates take place in person, the HR generalist in collaboration with the secretariat reserves the conference room of the Institute of Philosophy and prepares glasses of water for participants. On the day of the interviews, the HR generalist picks up candidates at the reception and brings them to the conference room. She/he welcomes the candidate, introduces the members of the selection committee, and informs the candidate about the structure and scheduling of the interview.
- 2.7. In case the interview takes place online, the HR generalist creates a ZOOM access link for a videoconference, eventually creates a group for a Skype conference and sends all participants the requisite instructions. At the beginning of the online meeting, the HR generalist welcomes the candidate, introduces members of the selection committee, and informs the candidate about the structure and scheduling of the interview.
- 2.8. Each interview is recorded in the form of an [evaluation table](#) of candidate’s competencies.
- 2.9. In case a candidate for some reason does not arrive (in the case of online conference does not log in), the HR generalist tries to find out by phone about the reason of candidate’s absence, eventually enquires about continuing interest of the candidate.
- 2.10. If necessary, the HR generalist organises a similar process for the second round of interviews. If this is not necessary and the selection committee agrees on a particular candidate already in the first round of interviews, the process progresses into the subsequent stages described below.



- 2.11. Based on a decision of the selection committee, the HR generalist prepares an official offer of a position (based on a [standardised model](#), see also below point 3.1.1.), sends it to the head of department and to the management of the Institute of Philosophy for their approval and then onward by email to the selected candidate.
- 2.12. Head of the selection committee sends to the HR generalist concrete feedback regarding the reasons of not selecting the remaining candidates and HR generalist communicates the relevant information to the unsuccessful candidates.



3 ONBOARDING A NEW EMPLOYEE

3.1 EMPLOYEE WITH A CZECH NATIONALITY

- 3.1.1 As soon as the selected candidate accepts the offer of a position, an HR generalist passes this information to the personnel administrator and in copy also to the head of the relevant department and to the management of the Institute of Philosophy.
- 3.1.2 A personnel administrator prepares a proposal sheet and passes it on for signing to the head of the relevant department, head of the financial office, and in case of a project position also to the grant department. Then the proposal sheet including an employment contract and salary agreement for signing to the management of the Institute of Philosophy.
- 3.1.3 Based on confirmed acceptance of a position, including a date, the personnel administrator¹ sends to the new employee a personal questionnaire necessary for preparation of employment-related legal documents. At the same time, the personnel administrator attaches information on obligatory entrance medical examination and asks the new colleague whether he/she wants to take the medication examination with own general practitioner or with a physician contracted by the Institute of Philosophy. At the same time, the personnel administrator sends to the incoming employee a [Manuál pro zaměstnance](#) and information about mandatory training on labour safety and fire safety. The new employee is asked to supply a copy of a diploma attesting to the highest level of education achieved and a photograph of a passport format (jpeg./gif.) necessary for producing an employee card.
- 3.1.4 The personnel administrator organises the signing of an employment contact and salary agreement by the management of the Institute of Philosophy and prepares other documents and forms linked to starting employment at the institute.
- 3.1.5 The personnel administrator arranges with the new employee² the signing of employment-related legal documents, which include a contract, salary agreement, job description, document setting the working hours, agreement on deduction from salary for lunch vouchers, etc. The personnel administrator also arranges a handover of an employee card, access to the VERSO, makes sure the employee is scheduled for a workplace safety and fire safety training, and sends the future employee (based on his or her preferences) materials needed for undergoing the mandatory medical examination, eventually shares a contact to the VACCINIUM PREVENT s.r.o. (www.vaspraktik.cz).
- 3.1.6 The HR generalist sends an informative email about the new employee's planned arrival together with a Checklist to the following persons or departments: IT administration, PR specialist, department assistance, economic administration, the reception³, secretariat, and the filing room.⁴
- 3.1.7 The assistant of the department⁵ sends to the future employee (with the head of his/her department in a copy) a letter asking about requirements and preferences regarding IT equipment. After these requirements are approved by the head of the department and the IT administrator, the personnel administrator fills in form 'Request to issue an order' and arranges its final approval by obtaining the signature of the authorised persons (including project department and head of the financial office). Then the personnel administrator hands the form over to the financial office for ordering of the equipment.



- 3.1.8 IT administrator creates an institutional address for the new employee and informs the PR specialist and HR generalist.
- 3.1.9 HR generalist finds from the department assistant (in case the department/centre has none, asks head of the unit) about the planned location of the new employee's workstation (room number and phone line). The HR generalist then relays this information, together with the new employee's institutional email address, to the PR specialist for publication on the website of the Institute of Philosophy.
- 3.1.10 Personnel administrator takes care of employee card and access to the VERSO system.
- 3.1.11 PR specialist publishes on institute website the new employee's contact details: the employee's work email, room number, and phone number (landline).
- 3.1.12 The IT department then makes sure that the work PC/laptop of the new employee has a Wi-Fi connection, possibility of setting remote access to the Institute's network, makes sure that the employee can access the intranet, sends login passwords to the network and databases (ASEP, EIZ, etc.) and if necessary, also sets up access to the institute's printer and copier.
- 3.1.13 The head of the relevant department/centre, eventually a department assistant authorised for this task, presents to the financial office a request for equipping a workstation (a desk, chair, key from the office, eventually also the building). Other eventual office supplies are acquired by the new employee in collaboration with the department assistant and head of the department (see form 'Request for issuing an order').
- 3.1.14 On the day of start of employment of the new employee, a HR generalist sends the new colleague a welcome mail with links to important documents and regulations of the institute. To the FLÚ+ the HR generalist sends a brief informative mail with information about the position of the new colleague and a brief job description (with the exception of project-related and short-term positions).

3.2 EMPLOYEES WHO ARE FOREIGN NATIONALS

This area is addressed in a document 'Rules for Employing Foreigners at the Institute of Philosophy'.

¹ In case of foreign nationals, this is done by a HR Consultant for Foreign Researchers and Czech Researchers Abroad.

² In case of foreign nationals, either the department assistant or HR team member helps with communication with the candidate.

³ Due to absence of email contact to the reception, this is handed over as a printed document.

⁴ In addition to this letter, the personnel administrator also sends before the end of each calendar month a list of planned arrivals and departures to the IT department, PR specialist, HR manager, HR generalist, assistant of the department, secretariat, the filing room, the financial office, and in a copy also the Labour Union of the Institute of Philosophy.

⁵ In case the department does not have an assistant, this goes to the HR generalist.



4 ADAPTATION OF THE NEW EMPLOYEE

4.1 DURING THE TRIAL PERIOD

4.1.1 First day of employment

- HR generalist picks up the new colleague at the reception. Then they visit the HR department to finish the legal agenda connected with employment (e.g. to sign the employment contract and salary agreement, unless this took place earlier, to undergo fire safety and safety at workplace training, etc.).
- This is followed by a meeting with a HR generalist dedicated to jointly going through [the Manual for Employees](#) and to familiarisation with further internal directives (Employment Rules, Internal Salary Directive, Collective Agreement, Labour Unions, etc.). The new employee receives the so-called Incoming Employee Set, which may include a folder with the institute logo, a little info leaflet of the Institute of Philosophy of A6 format, a pen, a notebook, a welcome card signed by the management of the Institute of Philosophy, a facemask with the institute logo, document Manual for Employees, Employment Rules, a plan of the institute, and a chart of structure of the institute. At the end of the meeting, the HR generalist walks with the new employee through the institute both in order to introduce the employee to administrative staff (salary administrator, the secretariat, grant department, reception, filing room) and to show the employee the kitchenette, meeting rooms, toilets, etc.
- During a visit to the payroll accountant it is best if the new employee uses this opportunity to sign the form 'Declaration of payer of tax from the income of physical persons'. In case the payroll accountant is absent, this document can be issued and signed in the office of the personnel department. At the very end of this introductory meeting, the HR generalist hands over the new employee to the head of this employee's department/centre.
- The aim of meeting the head of the department is to show the new employee his/her workstation, to introduce the closest collaborators (eventually colleagues who would be willing to support the new colleague in various situations, i.e. the buddy programme, but this role can be taken up by department assistants). This meeting also includes discussion about what happens over the following few days and weeks, eventually familiarisation with further internal directives and documents. The meeting may include going for a lunch together.
- The welcome mail: HR generalist officially welcomes the new employee at the Institute of Philosophy and adds web links to important documents in an electronic form (links to the organisational chart, code of practice, internal salary directive, labour union and collective agreement, code of ethics of both the Institute of Philosophy and the Czech Academy of Sciences, contacts to ASEP processor, etc.).
- Informative mail to the FLÚ+ – the HR generalist sends brief info to be added to the new employee's name and surname, including the new employee's participation in a particular department or team, eventually information about the project within which the new colleague is going to work (with the exception of short-term positions).



- 4.1.2 **A practical meeting with the HR generalist** – takes place after the first month since the new employee's arrival and its aim is to supply missing information and provide space for feedback about what works and what does not, etc.
- 4.1.3 **An evaluation meeting** – is organised by head of the new employee's department about 2–3 weeks before the end of the new employee's trial period. This is an opportunity to check successful realisation of work tasks and good orientation in work processes. The HR manager also sits in on this meeting. The outcome of this meeting is a confirmation of a decision whether the new employee remains in employment or not.
- 4.1.4 **Ordering of other office equipment** – in case the new employee requires other office equipment, i.e. equipment that cannot be picked up at the financial office, the employee prepares in collaboration with the department assistance an ordering form 'Request for issuing an order'. This is then approved by the new employee's head of department and the department assistant then hands it over to the financial office for final ordering.

4.2 AFTER THE END OF THE TRIAL PERIOD

- 4.2.1. **Info day** – participation in this event can help the new employee to become better acquainted with the institution. In particular this is an opportunity to share information about the organisation of various things and information from the service department (grant department, editorial department etc.); this pertains especially to scientific staff of the institute.
- 4.2.2. **Anniversary evaluation meeting** – about 2.5 months before the end of the current employment contract, a personnel administrator asks the head of the relevant department to set up a meeting with the employee.⁶ The aim of this meeting is to assess mutual satisfaction with the year-long collaboration. The meeting can result in submitting to the management of the institute (via the HR department) a proposal of extension of the employment contract for a further period, eventually a change of contract to indefinite-term, or an agreement to end mutual collaboration.

⁶ If needed, it is possible to invite also a member of the HR team.