# EURAXESS
# OTM-R GOOD PRACTISES

## OPENING

The search for profiles is open and respects the principle of non-discrimination. The recruitment procedure guarantees fair treatment of applications irrespective of gender, race or ethnic origin, social origin, religion or belief, disability, age, sexual orientation or political opinion.

Wide dissemination (through several channels) ensures the recommendation of openness.

## TRANSPARENCY

The procedure should be transparent, i.e. it should be easy to understand for both the applicants and the institution. To this end, give priority to the introduction of a tool for monitoring the procedure (Excel table, etc.) and inform all persons who have expressed themselves during the procedure (both positive and negative feedback).

## MERITS

The selection process takes into account and values the merits of the candidate. The tests and procedures put in place help juries to select the right profile objectively on the basis of current skills and past experience.

## EURAXESS, in a few words

Euraxess is a European initiative aimed at facilitating the mobility of researchers and thus improving their training and the competitiveness of European research. For more information, please visit the EURAXESS section of the UMONS website.

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RESEARCHERS IN MOTION

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HR EXCELLENCE IN RESEARCH

UMONS
Université de Mons

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## RECRUITING WITH EURAXESS

### Step 1
**OFFER'S DISTRIBUTION**

**Define the function and the profile required**

Complete the EURAXESS form available on the HRD Intranet and send it to candidatures@umons.ac.be

The HRD will publish your offer on the EURAXESS website as well as on other platforms (UMONS website, Alumni, etc.).

### Step 2
**ANALYSIS & SELECTION**

**Select the right candidate**

Determine the composition of a selection panel (more than two people, respecting gender balance and designating a chairperson).

Establish in advance the criteria influencing the choice (both in the selection of files and in interviews).

Organise your selection tests (the HRD is available for any organisation or proposal of tests but also for various advice or techniques to use during your interviews).

Evaluate each candidate according to the pre-established criteria.

Choose the candidate with the profile that best matches your expectations and needs.

### Step 3
**MONITORING & REPORTING**

**Hire the selected candidate and inform other candidates of your decision**

Submit your entry request via the online entry form application at least 3 weeks before the date of recruitment.

Keep unsuccessful applicants informed, sample letters are also available on request from the HRD.

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