

Recruitment system for academic staff and researchers from the external environment

Faculty of Finance and Accounting (FFA)

Recruitment of R&D staff to participate in projects is in the competence of project proposers/researchers, in line with the rules of providers. Both Czech and foreign workers are recruited for the projects (examples available). For the vast majority, the recruitment of other staff integrates the requirement on teaching activities of staff - therefore, as a matter of priority, such employees are hired who have teaching skills to give instructions in Czech or English study programmes.

Faculty of International Relations (FIR)

As regards the selection process of researchers, it is transparently designed in line with the Charter and the Researchers' Code of Conduct and the Code of Conduct for Research Integrity. The framework procedures are laid down in the "Definition of Academic and Scientific Workers' Activities (SR 01/2008)" internal regulation, which defines work activities that are normally performed by an employee in the position of academic or researcher under the employment contract. The faculty uses a multiple-round system of recruitment of researchers/academics, based on transparent assessment of applicants' compliance with defined qualification requirements for the position and evaluation of applicants' quality according to predefined score criteria. The recruitment process is carried out according to a pre-defined schedule of a gender-balanced assessment committee appointed by the Dean of the faculty. The recruitment process includes the following steps and relevant outputs:

Step	Output
Formulation of position requirements	Candidate profile
Formulation and approval of qualification and selection criteria	Job advertisement
Publication of the advertisement on relevant job servers (Euraxess; Akadeus; Jobs.ac.uk; Research Gate; Inomics etc.)	Published advertisement for the duration of a minimum of 2 weeks
Appointment of a recruitment committee	Protocol on the appointment of a recruitment committee
Assessment of eligibility of candidates and of applications according to qualification and selection criteria	Protocol on the recruitment committee meeting
Approval of the terms of the job offer	Job offer
Preparation of draft employment contract and conclusion of employment contract	Employment contract

Faculty of Business Administration (FBA)

FBA recruits foreign workers through 1) advertising vacancies using international platforms designated for this purpose (Inomics, Researchgate, Euraxess), 2) advertising through international mailing lists (e.g. Akadeus), 3) informing direct research contact persons of individual FBA staff. Subsequently, the recruitment committee assesses the suitability of candidates with regard to meeting the set criteria and invites the most suitable candidates to

an interview, which usually takes place through one round of video interview, or in some cases two rounds.

Faculty of Informatics and Statistics (FIS)

Researchers and academics are primarily selected on the basis of a selection procedure. The selection procedure is announced and organised in line with the *Rules of Selection Procedures for Filling Academic Positions at VSE* internal regulation. Furthermore, the dates of the candidate's personal interview with the recruitment committee are announced (the head of the workplace where the candidate is to be hired is also present), which will recommend to the Dean of the faculty whether or not to hire the candidate.

The recruitment of foreign workers is governed by the same rules as the recruitment of national workers except that identification of potential candidates for the position is mostly based on personal contact from the past or on the recommendation of foreign colleagues.

Faculty of Economics (FoEcon)

NF hires researchers and academics from an external environment in the form of an international hiring procedure. International recruitment servers (e.g. <https://inomics.com>) are used for recruitment. Therefore, there are currently 3 foreign members of teaching staff who successfully underwent the habilitation procedure at NF and have extensive publishing activities in high IF journals. Through this process, one member of staff was also hired on a research position in this form.

Faculty of Management

FM is an open institution that continually strives to recruit new staff from both national and international environment. On a regular basis it recruits new faculty members interested in work in the academic environment, providing opportunities especially to junior candidates to demonstrate their skills in scientific research and educational activities. It also seeks to acquire staff from abroad, which has recently been successful mainly through medium-term international mobility. In recent years FM welcomed colleagues from Australia, Japan, the USA or Italy among its faculty members