

Regulations on the selection and recruitment of the researchers, technologists, technical and administrative staff of Fondazione Bruno Kessler.

Document drafted by the People Innovation for Research Service

Approved by the Board of Directors at its meeting of March 20, 2025

Effective as of April 1, 2025

This document replaces the Regulations on the selection and recruitment of fixed-term personnel approved by the Board of Directors at its meeting of October 5, 2018.

Reference documents: Statute, Organization Regulations, Directives of the Autonomous Province regarding personnel, Regulations for Tenure Track Positions, Provincial Collective Labor Agreement for the personnel of the Foundations referred to in Provincial Law No. 14 of August 2, 2005, Corporate adaptation of contract agreement on fixed-term employment relationships for the staff of Foundations, POE Staffing Plan, Procedure for the Evaluation and temporary-to-permanent conversion of contracts of staff included in the mandatory quota under people with disabilities system, Guidelines on Leased Employees, European Charter of Researchers and Code of Conduct for the Recruitment of Researchers, FBK Code of Conduct.

Introduction

Fondazione Bruno Kessler selects and recruits its employees by applying the principles of transparency, merit, traceability and non-discrimination in relation to two distinct needs: fully fulfilling its mission as a research, study and innovation institution in a national and international context and ensuring continuity, effectiveness, sustainability and integrity to its institutional activities.

To meet the aforementioned needs, the Foundation, within the framework of the POE staffing plan, invests in permanent staff hired according to selection and recruitment procedures that have been reinforced and inspired by the practices in place in the international scientific community as a whole as well as in organizations that are attentive to the value and centrality of people: the tenure track and talent development program process.

To the end of ensuring its vocation for professional orientation, planning and management of job orders and appointments, the Foundation can rely on staff and professional competencies recruited with agile selection and recruitment procedures aimed at achieving an effective and timely alignment between skills and objectives pursued each time: ordinary, structured or abbreviated selection and recruitment process, and talent development program.

In compliance with the staffing directives of the Autonomous Province of Trento, the recruitment process for the Foundation's staff involves two distinct areas: the selection and recruitment of researchers and technologists and the selection and recruitment of administrative and technical staff.

In compliance with the relevant Guidelines, and where justified, the Foundation may resort to employee leasing.

Selection and recruitment of researchers and technologists

The researcher and technologist selection and recruitment process, in compliance with the constitutional principles of publicity, transparency and impartiality, aims to

fully achieve the mission of research, study and innovation as well as the sustainability and integrity of the Foundation's institutional activities.

To ensure its vocation for professional orientation, planning and management of job orders and assignments, the Foundation, whenever it cannot resolve otherwise with current staff, resorts to *ordinary selection and recruitment processes* inspired by the talent development program or, in established and well consolidated situations, to *abbreviated ordinary selection and recruitment processes*.

To ensure continuity, effectiveness, sustainability and integrity in its institutional activities, the Foundation, within the framework of the POE staffing plan, invests in permanent staff recruited according to tenure track selection procedures inspired by the talent development program.

Ordinary selection and recruitment process (fixed-term and in-house consultants on co.co.co. contracts)

The ordinary selection and recruitment process is necessarily divided into the following phases: identification of the profile sought, public selection call, appointment and establishment of the Evaluation Committee, screening, evaluation with formation of the merit list, recruitment proposal.

The public selection call must be published on the Foundation's institutional website and on at least one communication channel related to the field of science and technology relevant to the profile sought with at least 5 days' notice, which can be extended up to 20 days and, upon adequate justification, further extended.

Screening, evaluation and formation of the merit list are entrusted to a Committee appointed by the Human Resources Service and composed of the Head of the Cost Center concerned or a delegate, an expert in the domain of expertise of the profile sought, an officer from the Human Resources Service who also ensures the formal compliance of the entire process.

Committee members may not include individuals who belong to the administrative bodies of the entity, individuals who hold public offices or elective positions, who are union leaders or otherwise designated by labor organizations, or otherwise find themselves in other situations that may lead to conflicts of interest. Additional regulatory provisions on situations of incompatibility are also applied.

All phases of the selection and recruitment process shall be tracked and documented in a special report.

The recruitment stage, as well as the onboarding, is managed by the Human resources Service.

Abbreviated ordinary selection and recruitment process (fixed-term and in-house consultants on co.co.co. contracts)

To ensure an effective and timely alignment between management of job orders or appointments for specific projects and skills sought, the ordinary selection and recruitment process can acknowledge and enhance previous and documented evaluation and public selection procedures. In these circumstances, which are strictly described below, the process of selection and recruitment - again subject to the regulatory constraints established for the maximum duration and succession of employment contracts or for the genuineness of the assignment - may be resolved and finalized by a direct call. The above circumstances shall strictly be one of the following: possession of a doctoral degree awarded within the Foundation's PhD Program; eligibility confirmed during a selection process where the eligibility list is still valid at the time of the call and for related duties; requirements met as per provisions set forth in the research support entry contract governed by Article 76 of the Foundations' Collective Labor Agreement; eligibility confirmed in the selection processes managed by entities of the provincial system of research and higher education if the relevant eligibility list is still valid at the time of the call and for related duties; holders of Caritro, Marie Curie, ERC or equivalent grants, and for as many such holders intend to associate with the relevant grants; eligibility for temporary positions to replace workers on maternity leave.

"Reinforced" selection and recruitment process for tenure track positions (temp-to-permanent contracts)

The selection and recruitment process aimed at awarding permanent positions to the Foundation's staff and, within the framework of the POE staffing plan, ensuring continuity, sustainability and integrity of institutional activities is inspired by the practices in place in international scientific communities and – in consideration of its peculiar nature - is governed by a specific Regulation – "Guidelines for Tenure Track Positions" – approved by the Board of Directors at its meeting of February 7, 2025.

Selection and recruitment of administrative and technical staff

The administrative and technical staff selection and recruitment process, in compliance with the constitutional principles of publicity, transparency and impartiality as well as the staffing directives of the Autonomous Province of Trento, aims to ensure the effectiveness, sustainability and integrity of the Foundation's functional activities and support for its institutional mission.

To ensure its vocation for professional orientation, planning and management of job orders and appointments, the Foundation, whenever it cannot resolve otherwise with current staff, resorts to *ordinary selection and recruitment processes* inspired by

the talent development program or, in established and well consolidated situations, to *abbreviated ordinary selection and recruitment processes*.

To ensure continuity, effectiveness, sustainability and integrity in its institutional activities, the Foundation, based on the POE staffing plan, invests in permanent staff recruited according to “*reinforced*” *selection and recruitment processes* inspired by the principles of publicity, transparency and impartiality and inspired by the talent development program.

Ordinary selection and recruitment process (fixed-term and co.co.co. in-house consultant contracts)

Once again without prejudice to the right to draw from competition lists for recruitment in force at the Province or its public instrumental entities, the ordinary selection and recruitment process for administrative or technical personnel necessarily consists of the following stages: definition of the profile sought, public selection call, appointment and setting up of the evaluation committee, screening, evaluation with formation of the merit list, and proposal for recruitment.

The selection call, with the specific indication of the requirements and the methods for selection, shall be published on the Foundation's institutional website, on the website of the Autonomous Province of Trento as well as on the Trento Employment Agency website with at least 5 days' notice, which can be extended up to 20 days and, upon adequate justification, further extended.

Screening, evaluation and formation of the merit list are entrusted to a Committee appointed by the Human Resources Service and composed of the Head of the Cost Center concerned or a delegate, an expert in the domain of expertise of the profile sought, an officer from the Human Resources Service who also ensures the formal compliance of the entire process.

Committee members may not include individuals who work for the administrative bodies of the entity, individuals who hold public offices or elective positions, who are union leaders or otherwise designated by labor organizations, or otherwise find themselves in other situations that may lead to conflicts of interest. Additional regulatory provisions on situations of incompatibility are also applied.

All phases of the selection and recruitment process shall be tracked and documented in a special report.

The recruitment stage, as well as the onboarding, is managed by the human resources Service.

Abbreviated ordinary selection and recruitment process (fixed-term and co.co.co. in-house consultant contracts)

To ensure an effective and timely alignment between management of job orders or appointments for specific projects and skills sought, the ordinary selection and recruitment process can acknowledge and enhance previous and documented evaluation and public selection procedures. In these circumstances, which are strictly described below, the process of selection and recruitment - again subject to the regulatory constraints established for the maximum duration and succession of employment contracts or for the genuineness of the assignment - may be resolved and finalized by a direct call. The above circumstances shall strictly be one of the following: possession of a doctoral degree awarded within the Foundation's PhD Program; eligibility confirmed during a selection process where the eligibility list is still valid at the time of the call and for related duties; requirements met as per provisions set forth in the research support entry contract governed by Article 76 of the Foundations' Collective Labor Agreement; eligibility confirmed in the selection processes managed by entities of the provincial system of research and higher education if the relevant eligibility list is still valid at the time of the call and for related duties; holders of Caritro, Marie Curie, ERC or equivalent grants, and for as many such holders intend to associate with the relevant grants; eligibility for temporary positions to replace workers on maternity leave.

“Reinforced” selection and recruitment process (permanent employment contracts)

Once again without prejudice to the right to draw from competition lists for recruitment in force at the Province or its public instrumental entities, the reinforced selection and recruitment process for administrative or technical personnel necessarily consists of the following stages: definition of the profile sought, public selection call, appointment and setting up of the evaluation committee, screening, evaluation with formation of the merit list, and proposal for recruitment.

The selection call shall be published on the Foundation's institutional website, on the website of the Autonomous Province of Trento and on the of the Trento Employment Agency website with at least 20 days' notice and with the specific indication of the requirements and the selection methods.

Screening, evaluation and formation of the merit list are entrusted to a Committee appointed by the Human Resources Service and composed of the Head of the Cost Center concerned or a delegate, an expert in the domain of expertise of the profile sought, an officer from the Human Resources Service who also ensures the formal compliance of the entire process.

Committee members may not include individuals who work for the administrative bodies of the entity, individuals who hold public offices or elective positions, who are union leaders or otherwise designated by labor organizations, or otherwise find

themselves in other situations that may lead to conflicts of interest. Additional regulatory provisions on situations of incompatibility are also applied.

The Foundation may make new permanent, incentive hires of staff already in service, provided that these are the result of the completion of open public selection, including with a reservation of positions for internal staff as long as they do not exceed 50%, and with an evaluation of professional qualifications and experience that, in terms of scoring, do not affect more than 30% of the overall evaluation.

All phases of the selection and recruitment process shall be tracked and documented in a special report.

The recruitment phase, the subsequent onboarding and the probationary period is managed by the Human Resources Service in accordance with the system and the methods provided for the talent development program.

Approved by the Board of Directors at its meeting of March 20, 2025