

**OPERATING PROCEDURES
FOR THE SELECTION OF PERSONNEL,
FOR THE ESTABLISHMENT OF NEW EMPLOYMENT
RELATIONSHIPS,
FOR CONTRACT RENEWALS AND EXTENSIONS**

Adopted with Resolution No. 05/2018 by the Head of the Human Resources Service on October 15, 2018.

This document sets forth the operational processes relating to the "**Regulations on the recruitment and selection of fixed-term personnel** " approved by the Board of Directors on October 5, 2018.

The process for the recruitment and selection of temporary staff (so-called standard recruitment) can take on two discrete configurations, split into different phases, as summarized below:

1. Standard recruitment and selection process with public selection announcement (*call*)

- 1.1. Request for the establishment of a new employment relationship
- 1.2. Publication of the recruitment announcement and collection of applications
- 1.3. Appointment of the Committee, compilation of *the* short-list and evaluation of applicants
- 1.4 . Selection steps
- 1.5. Contract proposal for hiring and publication of the selection outcome
- 1.6. Orientation and *welcome*
- 1.7. Handling of applications

2. Standard recruitment and selection process by direct hire (recruitment advertising *waived*)

- 2.1. Request for the establishment of a new employment relationship
- 2.2. Job categories eligible for direct hire
- 2.3. Orientation and welcome

3. Contract renewals and extensions (if applicable, phase following the two types of standard recruitment and selection processes).

1. Standard recruitment and selection process with public selection announcement (call for applications)

1.1 Request for the establishment of a new employment relationship.

The request for the establishment of a new employment relationship (hereinafter "Request") may be made by the Head of the Cost Center concerned or his/her delegate (hereinafter "Requesting Officer") who certifies the availability of financial funds as well as the need to proceed with the recruitment of new staff.

By completing the relevant online application procedure, the Requesting Officer indicates, by way of example but not limited to:

1. the reason for recruiting personnel, consisting in the needs of FBK that the new resource is to meet;
2. the requirements and conditions required by the relevant legislation;
3. the type and length of the employment contract;
4. the effective existence of available funds;
5. any other information required by the online authorization form.

This procedure is activated with a specific request submitted through the FBK portal, section "*request - incoming people - Call*".

In the event that the employee has been hired through a selection process, it is possible - for equivalent tasks - to proceed with the stipulation of a subsequent contract without recourse to another selection as long as it complies with the terms of length set forth in the corporate adaptation of contract agreement for the regulation of fixed-term employment relationships for the staff of Foundations pursuant to Law No. 14 of August 2, 2005.

1.2 Advertising of the selection announcement (hereafter call) and collection of applications

The Human Resources Service and the Requesting Officer prepare the Italian and/or English version of the *call*. The call may indicate, by way of non-exhaustive example:

1. the call opening, closing and publication dates;
2. the description of the work context and of the work activity (job description);
3. the preferred requirements and any additional requirements (job requirements);
4. the characteristics of the agreement;
5. the documents required for the application;
6. the application procedures and any other useful information for the correct execution of the selection process;
7. information relating to the processing of personal data in accordance with current legislation.

The Human Resources Service publishes the call on the FBK website in the dedicated section and, where appropriate, on other sites and communication channels or by starting up search and selection processes through officers in charge.

The call must be published for at least five days. Upon adequately justified indication of the Requesting Officer, the above term may be extended up to 21 days.

Applications must be submitted in accordance with the provisions of the call.

1.3. Appointment of the Committee, compilation of *the* short-list and evaluation of candidates

During the application collection stage, the Human Resources Service appoints the Selection Committee.

The Selection Committee is composed of the Requesting Officer (or his/her delegate), of an expert in the field for which the professional profile is being sought as indicated by the Requesting Officer, and of an officer from the Human Resources Service in charge of supporting the selection process.

When appointing the Committee members, the presence of representatives of both genders must be ensured as far as the figures of the Requesting Officer and the expert are concerned. The impossibility of guaranteeing such a composition must be justified by the Requesting Officer and reported in the Committee appointment document.

The Committee will have access to information on candidates and material submitted.

The Committee may compile the short-list of the candidates admitted to the interview remotely. The short-list shall be compiled based on the requirements set out in the *call*, with the support of the screening of CVs and any other required documents; the short-list can be made up of a single candidate up to a maximum of 20 candidates.

1.4 Selection steps

Shortlisted candidates must do at least one interview in the presence of the Committee.

In case of specific need, the Selection Committee can also meet remotely, by teleconference or videoconference, provided that all members can be identified and that they are able to follow and intervene in the discussion, as well as to receive, transmit and view documents.

During the evaluation step, evaluation support tools such as tests or questionnaires may be used. Furthermore, group tests and/or practical tests may be administered.

Once the evaluation stage has been completed, the Committee shall draw up an evaluation document (selection *report*) which includes:

1. The reason for the exclusion of candidates not admitted to the interview;
2. The evaluation grid for each candidate admitted to the interview(s);
3. The list of candidates suitable for the position sought, ranked by merit.

All candidates will be notified via e-mail once the selection process has been completed.

The suitability list will be valid for 12 months since its compilation, and may be used to fill positions for equivalent tasks, if needed.

1.5 Contract proposal and publication of selection outcome

The Requesting Officer shall share the contract proposal with the Human Resources Service. The Human Resources Service shall then proceed to notify the successful candidate and to formalize the proposal.

In the event that the successful candidate renounce the position, the Human Resources Service, in agreement with the Requesting Officer, can submit a proposal to the next candidate in the suitability list.

With a view to transparency, the names of the candidates included in the suitability list may be posted to the FBK website.

1.6 Orientation and welcome

The individual employment agreement shall be signed on the first day of work and on-boarding information will be provided. The Human Resources Service will then schedule a welcome session for newly hired employees in order to facilitate their integration into the FBK community.

1.7 Applications management

The applications received are retained by the Human Resources Service for one year and handled in compliance with current regulations concerning the processing of personal data and with FBK bylaws.

2. Standard recruitment and selection process by direct hire (recruitment advertising waived)

2.1 Request for the establishment of a new employment relationship.

The request for the establishment of a new employment relationship (hereinafter "Request") may be made by the Head of the Cost Center concerned or his/her delegate (hereinafter "Requesting Officer") who certifies the availability of financial funds as well as the need to proceed with the recruitment of new staff.

By completing the relevant online application procedure, the Requesting officer indicates, by way of example but not limited to:

1. the reason for adding personnel, consisting in the needs of FBK that the new resource is to meet;
2. the requirements and conditions required by the relevant legislation;
3. the type and length of the employment contract;
4. the existence of effectively available funds;
5. any other information required by the online authorization form.

The above procedure is activated through a specific request submitted through the FBK portal, section "*request - incoming people - Call*".

In the event that the employee has been hired through a selection process, it is possible - for equivalent tasks - to proceed with the stipulation of a subsequent contract without recourse to another selection as long as it complies with the terms of length set forth in the corporate adaptation of contract agreement for the regulation of fixed-term employment relationships for the staff of Foundations pursuant to Law No. 14 of August 2, 2005.

2.2 Categories eligible for direct hire

The Coordinator of the Cost Center concerned may request to proceed to hire profiles through direct hire in the following cases only:

- professional figures referred to in paragraph 5 of article 10 of the Administrative Regulations, i.e. highly specialized professional figures with professional profiles that are difficult to compare with third parties;
- candidates holding a doctoral degree obtained under the PhD Program of the Foundation;
- candidates who have been identified as eligible in a prior selection process of the Foundation if the suitability list is still valid at the time of the recruitment and for comparable tasks;
- candidates who have been declared suitable in selection processes managed by institutions of the provincial research and higher education system (STAR) if the suitability list is still valid at the time of the call and for comparable tasks;
- holders of Caritro, Marie Curie, ERC or equivalent fellowships, and other researchers named in their grants;

suitable candidates for filling positions that are open due to maternity leave and subsequent absence due to the maternity event (for example, leave of absence, vacation);

candidates who fulfill the requirements provided for by their first contract to support research activities as regulated by article 76 of the Collective Labor Agreement of Foundations.

2.3 Orientation and welcome

The individual employment agreement shall be signed on the first day of work and on-boarding information will be provided for the smooth execution of the employment relationship. The Human Resources Service will then schedule a welcome session for newly hired employees in order to facilitate their integration into the Foundation.

3. Contract renewals and extensions

Without prejudice to the limits set forth in the relevant legislation, the Adaptation of Contract Agreement for the regulation of fixed-term employment relationships for the personnel of the Foundations pursuant to Act No. 14 of August 2, 2005, as well as in the Autonomous Province of Trento directives on personnel, requests for contract renewal and extension must be adequately justified and submitted to the Human Resources Service by the Requesting Officer.

In compliance with the job classification system provided by the Province Collective Labor Agreement (CCPL) in force, at the time of the renewal of the individual employment contract, the possibility of applying a different job grade in relation to the organizational needs and the actual duties to be performed may be considered upon proposal advanced by the Requesting Officer.