



# **OPEN, TRANSPARENT, AND MERIT-BASED RECRUITMENT POLICY**

(„B. P.- Hasdeu” Institute of Romanian Philology)

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## **I. Main objectives and basic principles**

### **1.1. Main objective**

The primary purpose of the recruitment and selection policy of the scientific staff within the Romanian Philology Institute "B. P. Hasdeu "(hereinafter the Institute) is to specify:

- a) the principles of action,
- b) the mechanism of activities, etc.

to ensure an open, transparent and merit-based procedure for the implementation of this Policy (recruitment, selection and employment) and for the proper functioning of the Institute.

#### **1.1. Basic principles**

To achieve this goal, the recruitment and selection of the scientific staff is performed according to the (quantitative and qualitative) human resources needs.

The assessment of this need takes place annually and is based on the budgetary planning of the Institute.

1.1.1. In order to comply with the requirements stipulated in the Human Resources Strategy of the European Union, the recruitment and selection policy of the Institute is based on the following principles:

- the principle of transparency (access to information);
- the principle of equal opportunities (objective selection);
- the principle of merit evaluation (evaluation of candidates' experience);
- the principle of non-discrimination (avoiding forms of discrimination, based on: gender, ethnicity, nationality, social status, religion and belief, etc .; the principle will encourage external candidates to apply);
- the principle of avoiding the conflict of interests (observing the Code and the Ethics Regulation of the Institute);
- the principle of efficiency and effectiveness (human resources needs are covered on time);
- the principle of personal data confidentiality etc.

(Labor Code of the Republic of Moldova, the Code of Education, Science and Innovation, the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers).

All these principles are going to ensure the selection and recruitment of the best candidates for enhancing the quality of scientific research carried out within the Institute, increasing the international mobility degree, exchange of experience, etc.

## **II. Stages of recruitment and selection process**

2.1. In order to implement the recruitment and selection policy of the Institute, the Director appoints a Contest Committee, approved by the Scientific Council.

2.2. Vacancies are advertised on the Institute's website, notice board etc. The announcements contain the following information: the Institute's organizational chart, the vacancies, the job description, the profile of the ideal candidate, the content of the file that is

required to be submitted, the mechanisms of the recruitment process. The application files are sent electronically ([cancelarie.ifilolog@gmail.com](mailto:cancelarie.ifilolog@gmail.com)) or submitted at the Institute.

2.3. The recruitment process includes 2 stages.

- a. The Contest Committee (2.1) carries out the evaluation of the candidate's file (checking the completeness of the file, evaluating the research skills, the level of modern languages, the presence of supporting documents, etc.). The presence of a recommendation letter specifying the research skills of the candidate is welcome.
- b. Consequently, the Contest Committee sends the list of the candidates to the Scientific Council to be approved.

2.4. The recruitment decision is taken by the Director of the Institute on the recommendation of the Contest Committee. The final result is communicated to all the candidates who participated in the recruitment procedure by the main Human Resources Manager of the Institute.

### **3. Internal mobility**

In the interest of increasing the retention rate of the performing human capital and of ensuring the scientific performance, the Institute encourages internal mobility, which is based on the following principles: professional attitude (the researchers know the strategic objectives that regulate the research environment), professional responsibility (scientific research relevant to the society is performed), freedom of research (scientific researchers are free to express, think, identify research methods according to ethical practices and principles, and to respect intellectual property), evaluation and appreciation systems (according to internal regulations) etc.

(Labor Code of the Republic of Moldova, the Code of Education, Science and Innovation, the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, the Ethics Code of the Romanian Philology Institute, Internal Order Regulation).

### **4. Final Provisions**

This document may be revised according to certain circumstances.