

Selection and recruitment of statutory staff

1. Purpose

This procedure describes the selection and recruitment process for management and non-management statutory staff at ECHA so that the Agency can complete its Programming Document objectives.

2. Scope

The procedure starts with the management of post division and ends with the administration of personal files at entry into service.

3. Description

3.1. Management of post division

Based on the Programming Document, the Executive Director (ED) decides on the distribution of posts. To make sure the Agency meets its recruitment targets, a number of selection processes are organised throughout the year.

Management post recruitment is not foreseen by the Programming Document and is, therefore, dealt with on an *ad hoc* basis.

3.2. Publication of job vacancies

Once the need for recruitment has been identified, the Performance and Career Management Team Leader assigns a publication coordinator to initiate the drafting of the vacancy notice in cooperation with the recruiting unit/directorate.

The publication coordinator ensures the accuracy of formal eligibility requirements which stem from the Staff Regulations and Implementing Rules of the Agency (MB/07/2009(D) 4, MB/13/2014 Annex II Final, Final MB/27/2015 Annex 1c).

Once the vacancy notice is finalised, the Performance and Career Management Team Leader and, then, the ED approves it.

The publication coordinator ensures that the vacancies are published through appropriate channels (LIS-0025). Where appropriate, a vacancy may also be published internally or by means of inter-agency publication in accordance with Final MB/27/2015 Annex 1c, in which case, internal applicants will be evaluated in parallel with external applicants.

If the recruiting unit/directorate requests publication of the vacancy on a specific job portal, the publication coordinator organises a media campaign through a framework contract with an external service provider (WIN-0158).

3.3. Constitution of Selection Committee

The ED nominates the Selection Committee (TEM-0056) at the same time as approving the vacancy notice. The Committee consists of three members and one alternate member: a Chairperson, (usually from the recruiting unit/directorate), an administrative member (usually from the HR Unit or other ECHA administrative service) and a Staff Committee representative.

The grades of the Selection Committee members must be at least the same level as the grade of the vacant post.

Management Board decisions regarding the adoption of Implementing Rules on the engagement and the use of Temporary/Contract Agents (MB/07/2009(D) 4, Final MB/27/2015 Annex 1c) give further instructions on the constitution of Selection Committees.

3.4. Selection Committee decision-making process

The Selection Committee meets at different stages of the selection process to decide on how to proceed.

3.4.1. Non-management selections

During the first meeting, the Selection Committee members sign a confidentiality note (FOR-0053).

Using the selection criteria information indicated in the vacancy notice, the Selection Committee decides on the maximum number of points for each criterion in the CV screening process and the appropriate threshold. Furthermore, the Committee decides on the maximum number of points to award for each part of the final interview and the written test. The Committee may also agree to insert pass marks to different areas of the interview evaluation grid (TEM-0057).

Once the Committee members find out the candidates' names at the end of the first meeting, they must complete a specific conflict of interest declaration (FOR-0051). If a Committee member declares a potential conflict of interest, the ED must decide whether the alternate member needs to replace the Selection Committee member concerned.

After the first meeting, the Committee members, or the external consultancy company, screen the CVs applying the four eyes principle to ensure greater accuracy.

During the second meeting, the Committee agrees on the final scoring of the candidates' CVs and ranks them in the Masterfile (TEM-0086) in the order of points awarded for each of the evaluation criteria. Candidates whose final score is at least at the level of the threshold are invited for interview (TEM-0087). The number of people invited for interview is approximately three times the number of places on the reserve list.

During the third meeting, Committee members agree on the interview and written test questions taking the interview and written test assessment criteria defined in the vacancy notice into account.

The oral part of the interview process lasts for approximately 30-45 minutes and provides candidates with the opportunity to show their motivation and suitability for the post. Candidates must also take a written test on subjects chosen by the Selection Committee to demonstrate their specific competencies with reference to the profile and their ability to communicate in written English.

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At the final meeting, the Committee agrees on the final scoring of the candidates' performance in the interview and the written test (TEM-0088). The Committee proposes to place candidates who reach the interview threshold and relevant pass marks on the reserve list.

The ED receives a report of the selection process and approves the reserve list (TEM-0089). WIN-0157 Coordination of selection procedures for statutory staff (non-management) explains how ECHA informs candidates of the outcome of the selection.

Candidates that are placed on the reserve list are requested to provide documents proving their claims regarding qualifications, employment experience, military service to ensure that they meet the eligibility and evaluation criteria (LIS-0020). The employment experience documents (including any proof of military service completed) will be used to determine at which step the candidate will be recruited (step 1 or step 2 for Temporary Agents and grade for Contract Agents).

3.4.2. Management selections

The decision-making process of the Selection Committee in management selections includes two additional stages: telephone interviews and an assessment centre. An external consultancy company engaged through a framework contract carries out both stages, which take place after CV screening and before the final interview. The telephone interview stage also includes a check of references with a focus on managerial capability.

After each stage, the external consultancy company provides reports and recommendations for each of the assessed candidates. Based on these reports and information presented in the candidates' CVs, the Selection Committee decides which candidates advance to the next stage of the selection process (WIN-0205).

3.5. Recruitment

Before recruitment, the Head of the recruiting unit, or a designated staff member appointed by the Head of the recruiting unit may check the candidate's references to validate the information provided in the candidate's application.

After the ED's approval to recruit a candidate from the reserve list, the recruitment coordinator sends an employment offer (TEM-0092) to the selected candidate. The candidate has approximately one week to accept or decline the offer.

If the candidate declines the employment offer, they will remain on the reserve list until the end of its validity period, and the Head of the recruiting unit/directorate selects another candidate from the reserve list.

If the candidate accepts the employment offer, they must provide ECHA with a number of administrative documents, showing contact details, nationality, family situation, good conduct, education, previous employment, etc.

If applicable, the recruitment coordinator arranges a pre-recruitment medical examination. The candidate being judged physically fit for duty is a pre-condition for recruitment. The external service provider carrying out the medical examination communicates the results to ECHA's Medical Advisor. Provided that the candidate is judged to be physically fit for duty, the Medical Advisor issues a medical clearance.

Following medical clearance, the recruitment coordinator prepares an employment contract and requests a draft job description from the Head of the recruiting unit. The new recruit receives both documents on their first day of work at ECHA.

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Where applicable, employment contracts may be determined according to the conditions of Final MB/27/2015 Annex 1c. At the latest on the first working day, the new recruit is required to present originals of the documents they provided to ECHA after being placed on the reserve list. The documents that the new recruit provides throughout the recruitment process form their personal file, created at their entry into service (WIN-0160).

4. Flowchart

N/A

5. Definitions

Term or abbreviation	Definition
ED	Executive Director
Programming Document	Template provided by the Commission to report on ECHA's multiannual work programming, and human and financial resources

6. Records

Record name	Security level	Comments
Vacancy notice	Restricted	Security level is public from publication date onward
Confidentiality note	Restricted	
Declaration of conflict of interest	Highly restricted	
Candidates' applications	Highly restricted	
Masterfile	Highly restricted	
Candidates' qualifications and proof of previous work experience	Highly restricted	
Interview and written test scores grid	Highly restricted	
Reserve list	Highly restricted	
Employment offer	Highly restricted	
Medical clearance	Highly restricted	
Employment contract	Highly restricted	

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7. References

Associated document code	Document name
N/A	Staff Regulations of Officials of the European Communities and Conditions of Employment of Other Servants of the European Communities
MB/07/2009(D) 4	Implementing rules to the Staff Regulations concerning general implementing provisions on the procedures governing the engagement and the use of contract staff at the European Chemicals Agency
MB/13/2014 Annex II Final	Implementing provisions concerning the criteria applicable to classification in step on appointment or engagement
Final MB/27/2015 Annex 1c	Implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS

8. Annexes

N/A