

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.

2. Scope

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

3. Description

3.1. Management of vacant posts

The Directors Team (DT) discusses the allocation of vacant posts according to the priorities of the Agency and the needs indicated by the different Directorates. The Executive Director (ED) decides on the distribution of posts, considering the beforementioned DT discussion. Implementing its People strategy and to make sure the Agency meets its recruitment targets, the HR unit organises a number of selection processes.

Management post recruitments are dealt with on an *ad hoc* basis.

3.2. Publication of job vacancies

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

Both the selection and publication coordinator ensure the accuracy of formal eligibility requirements, which stem from the Staff Regulations and Implementing Rules of the Agency (MB/13/2014 Annex II Final, MB/01/2018 final Annex 6, and MB/26/2019 final Annex 1a-d).

Once the vacancy notice is finalised, the Career and Performance Management Team Leader and then, the Head of Human Resources, approves it.

The publication coordinator ensures that the vacancies are published through appropriate channels. Where appropriate, a vacancy may also be published via Internal Mobility (IM) or by means of Inter-Agency Job Market (IAJM) publication in accordance with MB/01/2018 final Annex 6, in which case, internal applicants will be evaluated in parallel with external applicants.

If the recruiting unit(s)/directorate(s) requests publication of the vacancy on a specific job portal, the publication coordinator examines the possibility to organise an additional media campaign (through a framework contract with an external service provider, if available) (WIN-0158), considering the budgetary availability.

3.3. Constitution of Selection Committee

The ED nominates the Selection Committee (TEM-0056). The Committee consists of at least three members and one alternate member: a Chairperson, (usually from the recruiting unit/directorate), an Administration 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, or at the same level as the highest post of the grade range in case a call is also published through internal mobility.

For management selections, the ED nominates a pre-selection panel, which follows the same composition as a Selection Committee for non-management posts, as well as a Selection Committee consisting of the ED and not less than one member of a grade and management function equal or superior to that of the function to be filled.

Management Board decisions regarding the adoption of Implementing Rules on the engagement and the use of Temporary/Contract Agents (MB/01/2018 final Annex 6, MB/26/2019 final Annex 1a-d) and Implementing Rules on middle management staff (MB/35/2018) 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. However, it follows the selection process as described in the Vacancy Notice.

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 Selection Committee decides on the maximum number of points to award for each part of the interview and the written test. The Committee may also agree to insert pass marks to different areas of the interview evaluation grid (TEM-0057).

Selection Committee members must complete a specific conflict of interest declaration (FOR-0051). In order to do this, they receive a list containing the candidates' names. In principle, this step is completed before the first meeting of the Selection Committee. . If a Selection Committee member declares a potential conflict of interest, the ED must decide if there is a need for any mitigation measures (the alternate member needs to replace the Selection Committee member concerned or the member concerned cannot be part of the Committee any longer).

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

During the second meeting, the Selection Committee agrees on the final scoring of the candidates' CVs and ranks them in the Masterfile 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. The number of people invited for an interview is approximately three times the number of places on the reserve list.

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During the third meeting, Selection 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. Furthermore, depending on the needs of each selection process, assessment steps may be organised remotely or may follow a different order than the one previously specified, for example, a written test exercise may be an eliminatory step before an interview.

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.

At the final meeting, the Selection Committee agrees on the final scoring of the candidates' performance in the interview and the written test. If a written test exercise was organised as an eliminatory step before an interview, the scoring of the written test is agreed in an additional meeting before the interviews. In that case, only the final scoring of the interviews takes place during the final meeting. The Committee proposes to place candidates who reach the interview threshold and relevant pass marks on the reserve list.

The Head of Human Resources 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.

Subject to budgetary availability, the Selection Committee reserves the right to include other assessment steps in the selection process to determine which candidates are best suited to be placed on the reserve list.

Candidates that are placed on the reserve list are requested to provide documents proving their claims regarding nationality, academic qualifications, employment experience and military service to ensure that they meet the eligibility and evaluation criteria. 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 Committees in management selections is two tier (WIN-0205). The first part, from evaluation of applications until the establishment of the short list, is run in the same way as non-management selections with the possibility of additional stages, for example, telephone interviews. The short list (TEM-0089) is approved by the ED.

Decisions in the first part of the selection process are taken by the pre-selection panel. In the second part of the process, all candidates who were placed on short list undergo an assessment at an assessment centre and a final interview with the Selection Committee, which ultimately selects which candidate(s) will receive an employment offer for the post(s) in question.

Assessment centre activities and additional stages, such as telephone interviews, are conducted by an external consultancy company engaged through a framework contract. After each stage, the external consultancy company provides reports and recommendations for each of the assessed candidates, which facilitate the decision-making process of the Selection Committee.

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Candidates' references may be checked at any stage of the selection process. Among other elements, checks of references focus also on candidates' managerial capabilities.

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 or the Director of Resources approves the recruitment of a candidate from the reserve list (or short list in case of a management selection), 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, family situation, good conduct, education, previous employment, etc. Whenever the reserve list is older than a year, an updated Declaration of conflict of interest will also be requested from the candidate.

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 profile from the head of the recruiting unit. The new recruit receives both documents on their first day of work at ECHA.

Where applicable, employment contracts may be determined according to the conditions of MB/01/2018 final Annex 6 or MB/13/2014 Annex II Final. 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
DT	Directors Team

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Term or abbreviation	Definition
Masterfile	A generic Excel spreadsheet, available for each selection, containing the applicant data and selection performance result per selection process stage. It also includes practical guidance for the selection coordinator and applicant statistics.

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 / Short list	Highly restricted	
Employment offer	Highly restricted	
Medical clearance	Highly restricted	
Employment contract	Highly restricted	

7. References

Associated document code	Document name
MB/13/2014 Annex II Final	Commission decision of 16 December 2013 laying down general implementing provisions concerning the criteria applicable to classification in step on appointment or engagement
MB/01/2018 final Annex 6	Implementing Rules to the Staff Regulations – Commission Decision C(2018)424 on ECHA TA 2(f) rules
MB/35/2018	Implementing Rules on middle management staff
MB/26/2019 final Annex 1a-d	ECHA Implementing Rules governing the conditions of employment of contract staff employed under the terms of Article 3a of the Conditions of Employment of Other Servants of the European Union

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8. Annexes

N/A