

**Subject:** Recruitment procedure PhD, postdoc and senior researcher  
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**Date:** February 2022

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## 1. Background recruitment procedure

Wetsus has earned the recognition of ‘HR Excellence in Research’, indicating that Wetsus acts in line with the principles of the ‘European Charter for Researchers & The Code of Conduct for the Recruitment of Researchers’. “The Code of Conduct for the Recruitment of Researchers” consists of a set of general principles and requirements that should be followed when recruiting researchers. These principles and requirements ensure observance of values such as transparency of the recruitment process and equal treatment of all applicants, in particular with regard to the development of an attractive, open and sustainable European labour market for researchers.

This document describes the recruitment procedures for PhDs, postdocs and senior researchers. The aim is to actively promote a transparent, equal and open selection procedure for all researchers at Wetsus.

## 2. Publication of vacancies

Vacancies are published on a dedicated part of the Wetsus website. PhD positions are published on the dedicated PhD website: <https://phdpositionswetsus.eu/>. Vacancies for postdocs and senior researchers will be published on the Wetsus website: <https://www.wetsus.nl/work-at-wetsus/>. The vacancy text provides the following information:

- Title of the vacancy.
- Description of the topic and tasks.
- Description of the knowledge and competences required.
- Duration of the appointment.
- Deadline of the call.
- In case of a PhD vacancy: names of the supervisor(s) and (co)promotor(s) and the university where the doctoral degree can be obtained.

The website will also provide clear information about:

- The eligibility and selection criteria.
- The application and evaluation process.
- Working conditions and entitlements, including career development prospects.
- Possibilities for appeal.

Vacancies are published on various web portals, like Academic Transfer, Academic positions and EURAXESS, to increase outreach and dissemination. The positions are also advertised via Wetsus’ social media profiles, such as LinkedIn, Twitter and Facebook.

### 3. Eligibility and selection criteria

To be eligible, the candidate must fulfil the following mandatory criteria:

- Hold the required degree.
  - o For PhD position: Master's degree in a relevant subject area.
  - o For Postdoc or senior research position: Doctoral degree or equivalent degree.
- Additional mandatory criteria tailored to the vacancy could be added, e.g., requirements for EU co-fund projects.

Furthermore, Wetsus is specifically looking for:

- Candidates showing research excellence in the discipline associated with the research topic.
  - o For PhD positions: either through high grades and/or an outstanding thesis.
  - o Additionally for PostDoc and senior researcher positions: through outstanding accomplishments during doctoral studies.
  - o Additionally for senior researcher positions: through outstanding accomplishments after doctoral studies, e.g., scientific accomplishments and/or research & innovation management accomplishments.
- Independent researchers able to work in a multidisciplinary team in an international environment.
- Candidates with an interest in scientific entrepreneurship and potentially to develop business-related skills.
- Candidates with excellent English communication skills, both verbally and in scientific writing.
- Additional competencies tailored to the vacancy could be added.

Wetsus is committed to equality of opportunity. Therefore, candidates are encouraged to apply irrespective of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.

Non-eligible applications will not be evaluated.

### 4. How to apply

The application documents for PhD, postdocs and senior researcher positions are collected via the web-based application form on the webpage of the vacancy. At least the following documents should be submitted:

- A curriculum vitae.
- A motivation letter.
- Copies of relevant diploma.
- Signed recommendation letter including contact details of the referee(s).

Only complete applications and in English are considered eligible. Non-eligible applications will not be evaluated.

Part of the web-based application form is a question on the source of the candidate to learn about the vacancy. This question aims to check and improve the dissemination of the recruitment campaign.

Vacancies are usually open for around one to two months.

## 5. Selection process

The future supervisor of the PhD, postdoc or senior researcher has an important role in the selection process. The selection process consists of three rounds:

- **Round 1:** Application documents screening.
  - o For PhD positions: the screening is done by the Wetsus supervisor and/or an internal Wetsus evaluator and the academic supervisor.
  - o For postdocs or senior researchers: the screening is done by the Wetsus supervisor and/or an internal Wetsus evaluator.

The internal Wetsus evaluator has relevant expertise on the topic of the vacancy.

- **Round 2:** Video interview
  - o For PhD positions: with the Wetsus supervisor and the academic supervisor.
  - o For postdocs or senior researchers: with the Wetsus supervisor and an internal Wetsus evaluator.
- **Round 3:** Recruitment Day at Wetsus in Leeuwarden. This Recruitment Day is only applicable for PhD positions. During this day, candidates will:
  - o Give a presentation focusing on key findings of prior research/work. This presentation will be attended by the program director of Wetsus, the Wetsus supervisor and, for a PhD position, the academic supervisor.
  - o Do a face-to-face interview with the Wetsus supervisor. In the case of a PhD position, the academic supervisor will also join the interview.
  - o Do a writing assignment. For example, write a short project proposal or review an article related to the topic of the vacancy.

To avoid any social or income-related bias in the selection process, Wetsus will cover all travel and accommodation costs for the Recruitment Day.

## 6. Scoring

In each selection process round, the evaluators take into consideration the complete range of experience of the candidates, focusing on relevant knowledge, teamwork, knowledge transfer, management of research and innovation, public awareness activities, and possible contributions to patents, developments or inventions. This wide range of skills is grouped under five main evaluation criteria. The criteria and their maximum scores are listed below:

- Research skills and background knowledge (40 points)
- Motivation and affinity for the proposed topic (15 points)
- Affinity for personal development and entrepreneurship skills (15 points)
- Initiative, independency and international experience (15 points)
- Communication skills (15 points)

The criteria may be adapted for senior researcher vacancies that require specific competencies.

In each round, the applicants are scored in a digital form. The scores of the evaluators are averaged to one final score. In case large differences in evaluation occur, feedback will be asked from the evaluators.

The best-scoring applicants of round one, with at least a score of  $\geq 70$ , will continue to the video interviews. The best-scoring applicants of round two, with at least a score of  $\geq 80$ , will continue to the

recruitment day. The best-scoring applicant of round three, with at least a score of  $\geq 90$ , will be offered the position.

## 7. Transparency and feedback

For PhD, postdoc and senior research positions, within one month after the application deadline, all application documents will be evaluated. The candidates will be informed by email whether their application was eligible, and if so, what their score was and if they continue to the second round (video interview).

The video interview will take place as soon as possible, and ultimately within one month after a positive evaluation in the first round. Within two weeks after the interviews, the evaluation results are communicated, accompanied by personal feedback from the evaluators about the strengths and weaknesses of their application.

The invitation to the recruitment day will be sent as soon as possible to guarantee enough time (usually three to four weeks) for candidates that have to arrange a visa. Within two weeks after the recruitment day, the final evaluation results are communicated, and applicants will get personal feedback from the evaluators about the strengths and weaknesses of their application. This feedback aims to help the candidates with their future applications and career choices.

## 8. Appeal

After each round, candidates can appeal within two weeks after they received the information regarding their application, if they feel evaluated unjustly for one of the following reasons:

- Relevant information was not taken into account.
- Procedural errors.
- Discrimination on the basis of gender, ethnicity, nationality, age, religion, creed, disability, sexual orientation, gender identity, or gender expression.
- Other ethical issues.

Appeals must be filed through the dedicated email address at: [appeals@wetsus.eu](mailto:appeals@wetsus.eu). An appeal committee will handle the appeal within two months. The appeal committee consists of two external experts that were not involved in the selection of the applicant. The appeal committee will decide if the appeal has valid grounds and how redress can take place.

## 9. Personal data and ethics

To comply with General Data Protection Regulation (GDPR), Wetsus will only collect necessary data for the recruitment process and will not use the data for purposes other than the recruitment process. Each applicant consents at the moment of submission of their application that members inside and outside the host organization will evaluate her/his personal data. Wetsus will treat all personal information as confidential and in line with current data protection legislation.

When enrolled at Wetsus, researchers will be requested to uphold the 'Netherlands Code of Conduct for Research Integrity', which is in line with the 'European Code of Conduct for Research Integrity'.