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# Recruitment policy at Centrale Nantes

## Open transparent and Merit-based Recruitment (OTM-R)

*In this document, the terms 'teachers', 'researchers', 'candidates'...*
*are to be considered gender neutral.*

In 2021, Centrale Nantes was awarded the HR Excellence in Research (HRS4R) label in recognition of its ongoing commitment to improving practices and conditions for all its staff.

As part of the continuous improvement of its HRS4R strategy, the School has defined its researcher recruitment policy, which is described below.

This OTM-R policy is in line with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

This is published on its career site.

This recruitment policy only applies to researchers directly paid by Centrale Nantes

## Recruitment process for teacher researcher

The recruitment process for teacher researchers at Centrale Nantes is formalised in a procedure comprising six main stages.

1. Initialisation

   - Job openings are decided by the Management Board and the Executive Committee on the basis of the School's strategy.

   - The job profile is drafted collectively by the department concerned (laboratory/ department) with the associated selection criteria and approved by a DR/DF team and then by the HRD.

2. Advertising the position

   The job offer is automatically published in French and English on the School's careers website and on the Ministry's Galaxie application portal.

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3. Setting up selection committees (COS):

   - These are put together in accordance with the provisions of the Recruitment Guide for Research Professors and using the practical information sheets linked to this guide.

   - COS chairmen and vice-chairmen are made aware of the recruitment rules to be observed during hearings (face-to-face meeting, meeting materials, practical information sheets)

4. Registration of applications via a dedicated website.

Candidates with incomplete applications are contacted again

5. Candidates are selected in two stages (study of the written application, followed by an interview of the shortlisted candidates).

6. Recruitment of the first ranked candidate.

The quality of recruitment is monitored by the HR Department at every stage:

| Opening | Publication of the job offer for one month. |
|---|---|
| | Applications can be submitted in French or English. |
| **Transparency** | The job profile and associated selection criteria are defined collectively (laboratory management, teaching department management, HR department). |
| | The HR department informs applicants when the various stages of recruitment have been completed |
| | Decisions taken by the selection committees (COS) are recorded in the computerised directories provided for this purpose and are auditable. |
| | In addition to the minutes and regulatory reports, the COS Chairmen present the recruitment conditions and their decision to the Board of Directors in closed session. |
| **Merit-based** | An ECN guide to teacher researcher recruitment is distributed to all stakeholders (HRD, COS members) |
| | Specific sheets linked to this guide are distributed to COS members to focus on points to watch out for |
| | COS chairpersons and vice-chairpersons are made aware of best practices for ensuring equal treatment and limiting selection bias. |

The entire process is paperless for the candidate, and the legal minimum is required of candidates in terms of original administrative documents.

Établissement public sous tutelle du
**ministère de l'enseignement supérieur**
**de la recherche et de l'innovation**

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Membre fondateur de
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# Recruitment process for other statuses

## Contract teacher-researchers (and contract researchers)

| | |
|---|---|
| **Opening** | Internal/external publication one month<br><br>Applications can be submitted in French or English<br><br>Communication of the main recruitment stages on the careers site |
| **Transparency** | Candidates for positions as lecturers and contract professors at the School must have the stipulated qualifications<br><br>Selection committees are set up, and the rules governing their composition follow those for selection committees for tenured lecturers.<br><br>The CSR and the CAR are the bodies responsible for validating the composition of selection committees for contract teaching and research staff.<br><br>Remuneration defined by the scales for tenured teacher researchers |
| **Merit-based** | In the selection and audition process, the COS takes into account:<br>- Criteria relating to the profession, such as the number of publications, supervision of theses, etc.<br>- The different types of experience: teaching, supervision, teamwork, knowledge transfer, contribution to patents/inventions, etc. |

## Doctorants

| | |
|---|---|
| **Opening** | Recruitment procedures are defined by the Doctoral School to which they are applying |
| **Transparency** | Starting salary set by decree |
| **Merit-based** | Compliance with Doctoral School rules |

## BIATSS

| | |
|---|---|
| **Opening** | Internal/external publication one month<br><br>Applications can be submitted in French or English<br><br>Communication of the main recruitment stages on the careers site |
| **Transparency** | Candidates for the posts must have the qualifications set out in the higher education job descriptions (REFERENS III) (REFérentiel des Emplois-types de la recherche et de l'Enseignement Supérieur).<br><br>Starting salary:<br>- With reference to the remuneration scale for permanent BIATSS staff<br>- Implementing a system for reusing experience that is formalised in the establishment's HR policy. |
| **Merit-based** | Recruitment interview by team of two:<br>- Head of department<br>- HR Recruitment Officer<br>Approval of recruitment by team of two. |

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# Welcome and onboarding

- Welcome formalities by the HR/Manager and IT Department
- Systematic e-mail communication of "HR essentials for your successful onboarding"
- Welcome day for newcomers.

# Skills development

### For employees:
- Staff support via a training scheme (Skills Development Plan)

### For teachers and researchers:
- Setting up a career tracking system for lecturers (three years / between six and 10 years)
- "Job descriptions" for lecturers with special/cross-disciplinary duties/responsibilities

### For BIATSS:
- Individual professional interview for all BIATSS staff via an annual campaign
- Training needs" section of the annual appraisal interview