

OTM-R policy of the ifo Institute, 2023

Open, Transparent and Merit-based Recruitment (OTM-R) aims to ensure that the best candidate is hired for a position and that every applicant has equal opportunities. The ifo Institute is fully committed to the principles of OTM-R and has developed the following strategy for application and selection procedures:

1. job advertisement

1.1 Preparation

Once the decision has been made to fill a position, a job profile is drawn up to define the specific tasks and requirements of the job holder.

On the basis of this profile of requirements, the concrete, uniformly structured job advertisement is created using a template that contains the following elements:

- Job title,
- Date of appointment,
- Information on the ifo Institute and the research area in which the position is to be filled,
- description of the tasks,
- requirements for the applicant,
- Offer of the ifo Institute,
- Note that the ifo Institute promotes professional equality between women and men and that women are therefore expressly encouraged to apply,
- contact details for questions,
- details on how to submit the application (application deadline and form).

1.2 Advertisement

The position will then be advertised internally and externally in German and English in the following online media:

- ifo website,
- Website of the Leibniz Association,
- Website of the Verein für Socialpolitik,
- EURAXESS online job portal,
- academic europe online job portal,
- Xing (as news),
- LinkedIn (as news).
- The position will also be tweeted.

2. Application

2.1 The ifo Institute has an online application tool through which candidates apply. Relevant documents, such as CVs, certificates, references, etc., should also be uploaded there. Application by e-mail or in paper form as well as original documents are not necessary.

2.2 The elements to be included in the application documents are listed in the job advertisement.

3. Invitation

3.1 Time

Candidates will receive their invitation to the interview at least one week before the interview date. If they are unable to attend at the proposed time, an attempt will be made to find an alternative date.

3.2 Invitation letter

The invitation letter with the following data will be sent to the candidates by email via the online-application tool:

- Date and time of the interview,
- Participants of the interview,
- Exact description of the procedure,
- Reference to partial reimbursement of travel expenses, including an information sheet with more details on this,
- Link with directions to the ifo Institute,
- Request for confirmation as soon as possible whether the applicant is available on the proposed date,
- Reference to the possibility of further inquiries.

4. selection process

4.1 Selection Committee

- Prof. Fuest, President of the ifo Institute (m),
- Dr. Dittmer, Member of the Executive Board (w),
- Head of the research area in which the position is to be filled (w/m),
- Dr. Pohlmann, Equal Opportunities Officer (w),
- For doctoral students additionally: a member of the works council (f/m).

4.2 Interview

4.2.1 Scientific presentation

The interview starts with a short scientific presentation of the applicant (about 10 minutes for PhD positions or about 20 minutes for postdoc positions, which corresponds to about 10/20 slides). This presentation is also open to all interested research assistants of the research area. Applicants for PhD positions usually present from their Master thesis.

Applicants for postdoctoral positions usually present a research topic they are currently working on.

A laptop and a projector are available for the presentations.

4.2.2 Additional questions on policy advice

The ifo Institute is also very successful in contributing its research to policy advice and public debate. Therefore, the candidate is then asked to explain in about five minutes how his/her previous research (it does not have to be the topic of the presentation) could lead to policy consulting projects and what concrete steps he/she would take to win a client.

4.2.3 Technical questions

The presentation is followed by technical questions. After the round of technical questions, the research assistants leave the room.

4.2.4 Personal interview

A short personal interview (about 20 minutes) follows, during which only the selection committee is present, in order to get to know the applicant better personally and to explain the contractual framework to him/her.

4.3 Visit to the research area

Candidates also have the opportunity to talk to staff members of the research department before or after the interview. These interviews take place in a relaxed atmosphere in the rooms of the research department without the participation of the selection committee. This gives the candidates the opportunity to get to know the working environment and their potential colleagues and to talk about the working atmosphere, working conditions and other things.

4.4 Selection

4.4.1 List

After all interviews have been completed, the Selection Committee will rank the candidates. The decision is based on the following criteria outlined in the announcement text:

- Fulfillment of the required professional prerequisites (degree, methodological skills, etc.),
- Experience in the main areas of work of the position (major field of study, relevant professional experience, etc.),
- Interest in policy-oriented economic research, policy advice and a contribution to the policy debate,
- (expected) publication output,
- Experience in acquiring/working on externally funded projects,
- Required language skills,
- Fulfillment of required generic competencies, such as ability to work in a team, strategic thinking, communication.

4.4.2 Offer

The candidate listed in position 1 will receive an offer of employment by e-mail from the Executive Board of the ifo Institute, which will include the date of employment and the duration of the contract as well as all contractual conditions.

As soon as the candidate has accepted this offer by e-mail, the formal hiring procedure (hearing of the works council, execution and sending of the employment contract) is started.

4.5 Conclusion of the selection process

As soon as the employment contract signed by the candidate has been received by the ifo Institute, all other candidates will be informed that the procedure has been completed and that unfortunately they have not been selected.

Should a candidate contest the rejection of his/her application, this case will be dealt with by the Ifo Institute's Executive Board, the Head of Human Resources and Legal Affairs and the Head of the research area concerned.