

OTM-R policy of the ifo Institute

The Open, Transparent and Merit-based Recruitment (OTM-R) ensures that the best person for the job is recruited and guarantees equal opportunities for everybody. The ifo Institute fully commits to OTM-R and evolved following strategy for recruitments:

1. Job advertisement

1.1 Preparation

Once the decision has been taken to fill a vacancy, a requirement profile is drafted to define the specific tasks to be carried out by the successful candidate and the requirements that s/he needs to fulfil.

Based on this requirement profile, a specific, uniformly-structured job advertisement is drafted using a template and featuring the following information:

- A job description,
- A start date ,
- Information on the ifo Institute and the research department in which the vacancy has arisen ,
- Description of tasks,
- Requirements of the applicant,
- Details of the ifo Institute's offering,
- A note that the ifo Institute promotes equal opportunities for men and women and expressly encourages applications from women,
- Contact details if there are any enquiries,
- Information on submitting an application (application deadline and application documents).

1.2 Announcement

The vacancy is subsequently advertised internally and externally in the following online media in German and English:

- ifo website,
- Leibniz Association website,
- Verein für Socialpolitik website,
- EURAXESS online job portal,
- inomics online job portal,
- academics online job portal,
- Xing (as news),
- LinkedIn (as news).

In addition, the job posting is tweeted by the Twitter-accounts of ifo and CESifo.

2. Application

- 2.1** All job advertisements are listed on the ifo Institute's career website. After selecting the desired job, the applicant is forwarded to the advertisement. The digital application form can be found after the text of the advertisement.
The advertisement and the form can also be found via the online media mentioned in 1.2.
- 2.2** The interested candidate fills out the online application form and submits the data to the ifo Institute. It is also possible to upload files (CV etc.). A paper or e-mail application as well as the submission of original documents is not necessary.
- 2.3** After receipt of the application, the candidate will receive a confirmation and an access link for a personal application page. If necessary, changes can be made there, e.g. to personal data, and communication with recruiting can take place via chat.

3. Invitation

3.1 Timing

Candidates receive an invitation to interview at least a week before the interview date. If a candidate is unable to attend an interview on the date proposed, ifo will try to find an alternative date.

3.2 Invitation

The invitation is sent via the online application tool. It features the following information:

- Date and time of the interview,
- Participants in the interview,
- Exact description of the procedure (job interview, meet and greet),
- Information on partial refund of travel costs, including information sheet with further details (if the interview takes place at the ifo Institute on site and not virtually),
- Link to directions on how to reach the institute (if the interview takes place at the ifo Institute on site and not virtually),
- Request for confirmation as quickly as possible of whether the Invited is available for interview on the date cited above,
- Details on contact person for enquiries.

4. Selection Process

4.1 Selection Committee

- Prof. Fuest, President (m),
- Dr. Dittmer, Executive Board Member (f),
- Department Head or Administrator of the Human Resources and Law Department (w)
- Head of the department advertising a vacant position (m/f),
- Dr. Pohlmann, Equal Opportunities Officer (f),
- A representative of the HR department (m/f).

4.2 Job Interview

4.2.1 Scientific presentation

The interview will begin with the candidate giving a **short scientific presentation** in English (lasting around ten minutes for PhD candidates and around 20 minutes for postdocs, which corresponds to roughly ten/20 slides). All of the researchers from the department in question interested in this presentation may be present during it.

Applicants for doctoral positions usually give their presentation on their doctoral or master thesis.

Applicants for postdoctoral positions usually give their presentation on a research topic that they are currently working on.

A laptop and a beamer (projector) will be at the applicant's disposal for the presentation.

4.2.2 Additional Questions on Policy Advice

As ifo is an institute that very successfully integrates its research results into its policy advisory work and the public debate, the candidate has to take five additional minutes to **explain how the topic of his/her research to date** (this does not have to be the topic of the presentation) **could lead to a policy advisory contract;** and which concrete initial steps s/he would take to acquire a client/contracting authority.

4.2.3 Specialist questions

The presentation will be followed by specialist questions. Once the round of specialist questions is over, the department's researcher leave the room.

4.2.4 Personal interview

The questions are followed by a short personal interview (of about 20 minutes), which will only be attended by the selection committee and gives it an opportunity to gain a better personal impression of the candidate and explain the contractual framework to him/her.

4.3 Meet and Greet

The candidates will also have an opportunity to talk to department staff at some point either prior to, or after the interview. These conversations take place in a relaxed atmosphere on the department premises and in the absence of the selection committee. This gives candidates the opportunity to learn more about the working environment and their potential future colleagues and to discuss the working atmosphere, the working conditions and other matters.

4.4 Selection

4.4.1 List

On completion of all job interviews, the selection committee establishes a shortlist of candidates. Its decision is based on the following criteria featured in the job advertisement text:

- Fulfilment of the scientific and academic requirements (higher education qualification, methodological knowledge etc.),
- Experience in the relevant focus areas of the job (focus of studies, relevant job experience etc.),
- Interest in policy-oriented economic research, policy advisory work and contributing to the political debate,
- Publication output (to be expected),
- Experience in the acquisition of/work on projects funded by third parties,
- Language skills required,
- Fulfilment of the non-specialist competences required like team skills, strategic thinking and communication.

4.4.2 Job offer

The candidate who is top of the shortlist receives a job offer from an Executive Board member via the online tool by email, specifying the start date and contract duration, as well as all contractual conditions.

As soon as the candidate has accepted this offer via email, the formal recruitment procedure begins (consultation with works council, drafting and sending out of working contract).

4.5 Completion of selection procedure

As soon as the successful job applicant has returned a signed copy of the working contract to the ifo Institute, all other applicants are informed that the recruitment procedure has been completed, and that they unfortunately have not been selected for the job.

If a candidate raises an objection to a rejected application, this is dealt with by the Executive Board and the head of the human resources department together with the relevant department head.