

INSTITUTE FOR ANTHROPOLOGICAL RESEARCH *OTM-R policy*

The policy of job recruitment at the Institute for Anthropological Research is based on the Statute of the Institute and article 40 of the Act on Scientific Activity and Higher Education.

The decision about opening a call for a job position (R1, R2, R3 and R4 stage researchers) is accompanied by a decision about the selection committee for the job opening, whose members are decided by voting at the Scientific Council meetings. The duty of the Scientific Council is to deliver a report about the candidates who applied for the position and their well-described suggestion about the candidate that best meets the position and requirements. Based on this report, the Scientific Council makes the final decision about the about the candidate.

The recruitment for non-scientific (professional) positions is conducted through a public call announced by the Institute.

All calls for job positions are published in the "People's newspaper" (the official gazette of the Republic of Croatia), the Croatian Employment Service, the web page of the Institute for Anthropological Research and on EURAXESS.

The committee members are qualified employees (of the Institute or external) who have the education level and professional experience necessary for the assessment of the skills and knowledge of the candidates.

The committee: establishes which applications are complete and have arrived on time; informs the Department for human resources, legal and general affairs about incomplete and applications that arrived after the deadline; makes a list of candidates who fulfil the formal conditions of the call and whose applications have arrived on time and are complete; organizes interviews with the candidates and conducts them in order to check their knowledge and skills; writes a report on the whole procedure and makes a suggestion about the most competent candidate to the Scientific Council.

If the Scientific Council agrees with the Committee's suggestion, a formal decision is written and sent to all candidates who have applied for the position. The decision also contains an explanation and all candidates are given a 15-day deadline for filing a complaint.