



Open, transparent and merit-based recruitment at the University of Oulu

According to our strategic development plan, recruitment is active and aims at building a top-level staff. Our recruitment processes are effective and of high quality. Recruitment at the University of Oulu is guided by the university's strategy and the agreement made with the Ministry of Education and Culture. With the HR Excellence in Research acknowledgement awarded to the university, our recruitment also commits to the open, transparent and merit-based recruitment principles (OTM-R) of the EU Commission.

Quality assurance in selection processes

The guiding principle is that all positions are filled through an open and transparent recruitment process and candidates are evaluated based on their merit. Direct recruitment is possible in case it is obvious that a better quality result will not be reached through an open recruitment process and the hired employee has undisputed qualifications for the position. Entry criteria and descriptions for positions on researcher career have been defined and made available through our website. In addition, selection process and duties in professor positions are based on section 33 of the Universities Act.

To enable high quality and consistency, university has recruitment guidelines in place, detailing the processes for different types of recruitment. The guidelines, together with Rector's delegating decision, also define roles and responsibilities for recruitment throughout the process, including the initial resourcing decision, planning, application and selection phase. These responsibilities also include communication with the applicants on the progress of the recruitment at different stages.

In addition, each faculty and unit has a dedicated HR Manager to consult recruiting managers on good recruiting practices and questions related to existing guidelines.

Planning phase

Careful personnel planning aligned with strategy allows understanding upcoming resource needs and supports systematic recruitment activity. Each unit creates an annual personnel plan determining the optimal personnel structure in relation to their goals and profile. The plan balances the different researcher career levels and into account the competence and aspirations of existing personnel. The plan lays the basis for recruitments by identifying resources needs related to employee turnover and new resource needs.

Recruitments are opened for applications based on the approved personnel plan. Additional recruitments are opened with the HR Director's approval.

In principle, researcher recruitments are international and advertisements are in English. In addition to advertising positions on the university's website and social media channels, the advertisements are distributed through the Euraxess portal and other online recruitment channels. The positions are also advertised on professional publications and newspapers suitable for the profile of the position.

Position-specific advertisements always contain at least the following information: name of the position, description of duties, selection criteria, instructions for applying and details of a contact person. The advertisement also mentions the start date and salary level and whether the position is permanent or fixed-term, full-time or part-time.



Applications and selection phase

Applications are submitted using an online recruitment system (SAIMA), using a similar application form for all candidates within each recruitment process. After submitting the application, applicants receive a confirmation message and access details to their own application and have an opportunity to make modifications until the end of the application period. In case the application period is extended, all applicants are informed about the extension.

Selections are made based on the criteria stated in the advertisement and the general qualifications for career levels on four stage researcher career and tenure track positions. Generally, application documents, bibliography and interview data are used in the decision-making. In addition, external academic experts are invited to evaluate candidates in tenure track, professor and (permanent) senior research fellow recruitments. The expert evaluation is the primary tool for judging merit in these positions. Teaching demonstrations are used to evaluate candidates in teaching oriented positions. Information on the evaluation process is included in the job advertisement text.

Appointment and closing phase

Under section 17 of the Universities Act, the Rector makes decisions about hiring personnel. The Rector can delegate this duty to another body or person at the university. Based on a delegating decision by the Rector, the recruitment authority is delegated as follows:

- By the responsible vice rectors in professor appointments
- By the Dean in fixed-term (usually under 2 years) professor appointments
- By the Dean in faculty personnel appointments
- By the Human Resources Director in other appointments

The decisions are made based on a presentation. The presenters have been determined in the delegating decision.

The recruitment documents, including the call text, summary of applications and the complete application documents of the recruited applicants, are stored permanently as paper printouts at the University's Registry Office and in electronic systems. In professor recruitments, application documents of all applicants are stored permanently.

The applicants that were not selected for the position are informed about their status latest when the recruitment process ends.

