

RUB RECRUITMENT POLICY (OTM-R POLICY)

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1 ADVERTISEMENT AND SELECTION PROCESS

The selection process is generally the responsibility of the supervisor in the department where the position is located.

1.1 JOB POSTINGS

Requirements for job postings are entered using a prescribed standardized form.

All RUB job postings have prescribed text blocks for the opening and for the concluding part. RUB explicitly encourages applications from women and people with severe disabilities, as stated in a standard clause on gender equality included in the job posting. The call for applications must be worded in a gender-neutral and characteristic-neutral manner in accordance with the German Gender Equality Act (Allgemeines Gleichbehandlungsgesetz, AGG).

Formal details such as working hours, work location, duration of employment, job description, job requirements/candidate profile, contact persons, application deadline, and [employer profile](#) must be included. The pay grade should also be included. An internal form is available for creating job postings.

After review by Department 3 (Human Resources and Legal Affairs), the job posting will be submitted to the Academic Staff Council, the Equal Opportunity Officer, and the Representative for Employees with Severe Disabilities.

The job posting can then be published on other recruitment platforms using the approved text. Unless there are compelling academic reasons to the contrary, job openings should be advertised in English and on international platforms (e.g., [Academics.com](#), [ResearchGate.net](#), or similar sites). We recommend posting job openings on Euraxess. Where possible, the goal is to post simplified postings on various portals via technical interfaces to the BITE digital tender management system.

The Staff Council, the Equal Opportunity Officer, and the Representative for Employees with Severe Disabilities are continuously involved from the job posting through to the hiring decision.

The BITE digital applicant management system reduces the administrative burden on applicants to a minimum. In addition, transparency, fairness, and equal treatment in the application process are enhanced through an automatic confirmation of receipt and standardized letters.

The minimum duration of the job posting should be 4 weeks.

1.2 APPLICATIONS AND SELECTION PROCESS

Applications should generally be submitted electronically and should include only documents relevant to the application.

A confirmation of receipt is sent for each application, and received applications are documented, evaluated, and sorted. It is mandatory to invite applicants with severe disabilities and persons

deemed equivalent to them, regardless of the degree of their disability, unless they clearly lack the necessary qualifications.

The documentation shows

- that all mandatory requirements are met (e.g., university degree – Ph.D.); whether the application is internal;
- why a candidate is (or is not) invited;
- that the weighting of the criteria in the evaluation is objectively verifiable; which applicants have a severe disability or are deemed equivalent to persons with a severe disability.

Once the documentation has been completed and the submitted applications have been reviewed, suitable candidates will be invited to an interview at least 7 days before the scheduled interview date.

- The invitation should include the following information:
- Type and duration of the interview (multi-stage process, in-person, Zoom, with a task) a request for confirmation as to whether the applicant can attend the meeting the composition of the selection committee
- the question of support needs (inclusion)
- Directions

If the applicant has indicated a need for assistance, the hiring department must contact the Representative for Employees with Severe Disabilities and ensure that the application process is accessible.

Employee representative bodies, such as the Representative for Employees with Severe Disabilities, the Equal Opportunity Officer, and the Staff Council, must also be invited to selection interviews at least 7 days in advance. Advocacy groups may also participate at the request of the applicants. The evaluation of applicants should be based on a predefined set of criteria. Supporting documents for the selection process and the final decision are available on the internal Serviceportal.

All application materials will be retained for the period required by law and then destroyed.

2 INTERVIEW AND HIRING PROCESS

2.1 INTERVIEWS

Job interviews must be conducted by at least two people and follow a standardized procedure. All RUB managers are trained in the professional conduct of job interviews and in bias-sensitive recruitment and evaluation.

The basis for this is an interview guide that outlines a standardized interview format and includes specific questions for each candidate (such as those related to their individual prior experience).

This makes it easier to document the interviews. Of course, it is allowed to pose additional questions. If a recruitment test is to be administered, advance notice must be provided.

The process should be presented to the applicant in as transparent a manner as possible.

In order to ensure an appropriate balance between formalization, quality assurance, and standardization on the one hand, and the feasibility of the processes on the other, stricter requirements must be applied to particularly significant selection procedures (such as appointment procedures, as governed by the appointment regulations)

2.2 RECRUITMENT PROCESS

After the interviews have been conducted, both acceptance and rejection e-mails are sent out. All applicants who are not offered a job must be notified in writing of the rejection no later than 14 days before the employment relationship begins.

The application for employment is submitted and reviewed by Department 3. The Academic Staff Council, the Representative for Employees with Severe Disabilities, and the Equal Opportunity Officers are involved in accordance with the relevant legal provisions. Department 3 issues a binding offer of employment once the application for employment has been submitted, reviewed, and approved by the relevant committees.

The required documents and detailed instructions for the application process can be found on the Serviceportal.