



Integrating
the Healthcare
Enterprise

Recruitment of staff

As of April 14, 2021

Procedure of staff selection

This procedure defines the different tasks to be performed for the recruitment of a staff for IHE-Europe. This procedure is applicable for any staff position that IHE-Europe opens for a call for candidates such as Director, Project Manager or IHE-Europe Coordinator.

The main steps are the following:

1. Preparation of the job offer
2. Setting up a selection task force
3. Publication of the job offer
4. Reception of candidate summaries
5. Selection of a short list of candidates by the TF
6. Interviews
7. Final selection of the candidate, including contracting
8. Letter of rejection to unsuccessful candidates

1. Preparation of the job offer

The committee responsible for the recruitment nominates the person in charge of the above steps. He/she is referred to as "recruiter". The recruiter prepares the job offer that includes the following items:

- a. Context description
- b. Profile description
- c. Level of qualification
- d. Effort estimation
- e. Type of contract
- f. Other information (travel expenses, advantages, etc.)

The committee verifies that the estimated budget is in line with the description of the profile and validates the job offer before sending it to the Executive Committee for the final approval.

2. Setting up a selection Task Force

The committee implements a selection task force consisting of volunteers among the members of the committee and the IHE-Europe co-chairs.

3. Publication of the job offer

When the job offer is approved, the job offer is published through IHE-Europe's channels such as the website, LinkedIn, twitter or the IHE-Europe networks (national initiatives, other members of IHE-Europe, etc.). The offer will be open for a minimum duration of 2 weeks.

The committee responsible prepares a text for accompanying the job offer describing the context and includes the request for letter of motivation, Curriculum Vitae of the candidate and email contact of the secretariat that the candidate will use to send his/her documents.

4. Reception of the candidate summaries

After the deadline, the secretariat aggregates all the candidate documents within a spreadsheet containing all the basic information of the candidates (names, email addresses, dates of reception). The secretariat sends the information to the recruiter and the chair of the committee.

5. Selection of the shortlist of candidates

Analysis of the candidates is performed by the recruiter taking into account the selection criteria and when ready, the analysis is sent to the selection taskforce. A meeting of the selection task force is planned in order to select a list of candidates for interviews. The number of the candidates on the short list depends on the relevance and suitability of the candidates following the profile.

6. Interviews of candidates

When the shortlist is available, the secretariat and the recruiter prepare the planning of interviews. The secretariat sends the invitation to the candidates and the members of the selection task force by email.

The recruiter prepares an interview template that can be customized with a list of specific questions for each candidate. The interview should not be longer than 30 minutes.

After the interview, the selection task force concludes the interview with a short debriefing. All the answers and the debriefing are reported in the interview report by the recruiter.

7. Final selection

When all interviews are performed, the selection task force meets and discusses with the support of the recruiter and chooses a candidate.

If no consensus can be reached, the selection task force requests to meet again no more than three candidates for a new interview in the order that was established by the selection taskforce (see step 6).

Finally, a candidate is chosen. The recruiter contacts the potential candidate for legal questions (work permit etc.) in coordination with the Financial Manager.

In case the potential candidate declines, the next potential candidate on the ranking is contacted.

The selected candidate is proposed to the respective committee for formal approval and subsequently for final approval by the Executive Committee.

8. Letter of rejection

The secretariat sends a letter of rejection to the candidates that are not selected after the acceptance of the job by the approved candidate.