



KInIT Recruitment and Selection Policy

Kempelen Institute of Intelligent Technologies (KInIT) (Version 2025 — applicable to all KInIT positions)

This policy defines the principles and procedures governing recruitment and selection process at the Kempelen Institute of Intelligent Technologies (KInIT).

Recruiting talented and diverse individuals is fundamental to fulfilling KInIT's mission as well as encouraging an inclusive and collaborative community and working environment that values diversity and supports individual and collective growth.

Scope and Purpose

The purpose of the policy is to ensure that all recruitment and selection processes are conducted in an open, transparent, fair, and merit-based manner, in alignment with the European Charter for Researchers, the Code of Conduct for the Recruitment of Researchers, and the Open, Transparent and Merit-based Recruitment (OTM-R) principles.

This policy applies to all recruitment activities at KInIT and is binding for all individuals involved in recruitment and selection process, in particular members of selection committees, hiring managers, and HR professionals.

This policy applies to all positions at KInIT, including:

- Full-time and part-time employment positions,
- Internships and temporary research placements,
- Voluntary collaboration roles.

Definitions

Selection Committee refers to the group of individuals appointed to assess and evaluate candidates, typically consisting of the hiring manager, a representative of the HR Department, and, where relevant, additional subject-matter experts.





Merit-based selection refers to the assessment of candidates based on qualifications, skills, experience, competencies, and potential relevant to the position, as defined in the job description and evaluation criteria.

Conflict of interest refers to any situation in which a member of the selection committee has a personal, professional, or financial relationship with a candidate that could compromise impartiality.

Evaluation criteria refers to predefined and documented requirements and competencies used to review candidates consistently throughout the selection process

KInIT Key Principles of Recruitment

1. Equal Opportunities and Non-Discrimination

KInIT is committed to ensuring equal treatment, applying the same criteria to all candidates and non-discrimination in all aspects of recruitment and employment. No candidate shall be disadvantaged on the basis of gender, age, ethnicity, religion, disability, sexual orientation, family status, or any other personal characteristic unrelated to job performance.

2. Fairness

All advertisements use inclusive, gender-neutral language, and selection panels are composed with due consideration to diversity and balance of perspectives, wherever feasible. Recruitment decisions are based on evidence-based assessment of merit and are not influenced by conscious or unconscious bias. Selection methods and interview questions are designed to assess only criteria relevant to the position and to ensure equal opportunity for all candidates.

3. Compliance, Accountability and Documentation

All stages of the recruitment and selection process are documented in a structured and consistent manner within KInIT's designated applicant tracking system. The system serves as the primary and authoritative record of recruitment activities, including job advertisements, selection criteria, shortlisting decisions, interview evaluations, and justification of the final selection decision.

Access to recruitment records within the system is restricted to authorized individuals involved in the recruitment process. Recruitment records are retained in accordance with internal data retention rules and applicable legal requirements and may be



subject to internal or external audit, including within the framework of HRS4R and OTM-R monitoring.

4. Openness

All recruitment procedures are open to all qualified candidates. Positions are publicly advertised through appropriate national and international channels (e.g. KInIT website, professional networks, academic platforms, local and international job portals, etc.).

5. Transparency

Recruitment procedures, evaluation criteria, and decision-making processes are communicated clearly to all applicants. Unsuccessful candidates may request feedback on their application or interview upon conclusion of the process.

6. Merit-Based Selection

Selection decisions are made solely on the basis of the candidate's qualifications, experience, competencies, and potential for the position. Assessment is aligned with the requirements stated in the job description and relevant internal standards.

7. Continuous Improvement

KInIT regularly implements improvement of selection processes by reviewing all procedures, collecting feedback from hiring managers and analyzing areas for enhancement. The selection committee is trained and informed about all updates of selection criteria, interview methods, and assessment tools to improve fairness and efficiency.

Recruitment and Selection Procedure

The recruitment process at KInIT is structured, consistent, and evidence-based. It is coordinated by the **HR Department** in collaboration with the **hiring managers**, and subject to approval by the **CEO**.

Identification of Need and Approval

- The hiring manager identifies the need for a new vacancy or replacement position and prepares a **position description** and **justification**.
- The position request is submitted for approval to the CEO before the recruitment process begins.



- Once approved, HR and the hiring manager agree on the recruitment timeline and communication plan.

Job Description and Advertisement

- The hiring manager drafts the job description, including responsibilities, required qualifications, and desired competencies.
- HR ensures that the advertisement is clear, inclusive, and aligned with KInIT standards.
- All positions are published on the KInIT website and other relevant platforms to ensure broad accessibility.

Application Management

- HR maintains a record of all applications received through the designated applicant tracking system (e.g. Nalgoo or equivalent).
- Applications are handled confidentially and stored in compliance with GDPR regulations.

Pre-Selection and Screening

- HR reviews applications to verify basic eligibility and forwards suitable profiles to the hiring manager.
- The hiring manager shortlists candidates for interview based on the selection criteria defined in the job description.

Interview and Evaluation

- Shortlisted candidates are assessed by a selection panel appointed for the position. The selection panel typically includes the hiring manager and a representative of the HR Department and may include additional subject-matter experts where relevant.
- Candidates are evaluated using predefined and documented evaluation criteria derived from the job description. Evaluation is conducted in a structured and documented manner, using a predefined evaluation framework.
- Each member of the selection panel records their assessment independently in the interview notes. The panel documents the overall evaluation outcome and provides a written justification for the selection decision, including reasons for the appointment of the successful candidate.

Final Approval and Job Offer

- The final candidate is reviewed by the CEO prior to the job offer.



- HR prepares the “Job Offer Letter” and communicates the details of the job offer to the selected candidate after CEO approval.
- Remuneration is determined in accordance with internal guidelines and approved by CEO and management prior to the job offer stage.

Documentation and Onboarding

- HR prepares the employment contract, internship agreement, or volunteer agreement and ensures that all pre-employment requirements are met.
- HR coordinates onboarding and ensures that new employees receive the necessary information, access, and training.

Specific Recruitment Types

Employment Positions

This category covers full-time and part-time employment under an employment contract.

The standard process outlined in Section 3 applies, including approval by the CEO and formal HR coordination.

Internships

Internships are aimed at university students seeking practical experience.

- The process follows the same principles as for employment but may be adapted for shorter timelines.
- The CEO approves the engagement and the HR Department ensures that contractual documentation (internship or cooperation agreement, NDA if applicable) is completed.
- No need for final CEO review.

Volunteering

Volunteers collaborate with KInIT on a non-paid basis to gain experience or contribute to specific projects.

- Volunteer recruitment follows the same principles of transparency, fairness, and merit-based selection, with procedures adapted to the nature and duration of the collaboration.
- The CEO must approve all voluntary engagements.
- HR ensures that an NDA and volunteer agreement are signed prior to starting the collaboration.



Conflict of Interest

All members of the selection panel are required to declare any actual or potential conflict of interest prior to the start of the evaluation process.

Where a conflict of interest is identified, the affected panel member shall be excluded from the relevant stage of the recruitment and selection process. Any such exclusion and the measures taken are documented by the HR Department.

Data Protection and Confidentiality

All recruitment activities are conducted in full compliance with the **EU General Data Protection Regulation (GDPR)** and applicable Slovak legislation.

Candidate data are stored securely and accessed only by authorized persons. Data is retained only for the duration necessary to complete the recruitment process and for any subsequent legally required retention period, unless explicit consent for longer storage is obtained.

All members of recruitment panels are bound by confidentiality regarding candidate information, evaluations, and discussions.

Complaints and Appeals

KInIT is committed to ensuring fairness and transparency throughout the recruitment process. Candidates who believe that the recruitment procedure has not been conducted in accordance with this policy may submit a written complaint to the HR Department within 14 days of receiving the recruitment outcome.

The HR Department reviews the complaint in consultation with the CEO and, where appropriate, an independent internal representative not involved in the original selection process. A written response is provided within a reasonable timeframe, normally not exceeding 30 days

This internal procedure does not limit candidates' statutory rights under applicable national or European legislation.

Monitoring and Review

The HR Department monitors recruitment outcomes and statistics annually, including gender balance among applicants and hires.



Responsibilities

Role	Main Responsibilities
HR	Coordination of recruitment processes, compliance with this policy, documentation, and communication with candidates.
Hiring Manager	Definition of job requirements and needs, participation in selection process and interviews, decision-making support.
CEO	Approval of new positions and final hiring decisions.
HR	Preparation of contracts and coordination of onboarding.

Contact

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🌐 <https://kinit.sk>



Annex 1 - Template of the Job Offer Letter

Dear **NAME**,

We are pleased to offer you the position of at the Kempelen Institute of Intelligent Technologies.

Based on our interviews and the selection process, we believe that your experience and skills will be an asset to our team, and we look forward to working with you.

Job Offer Details:

- **Position:**
- **Team:**
- **Direct Supervisor:**
- **Employment Type:**
- **Compensation:**
- **Start Date:**

Benefits:

- Contribution to the Third Pillar (1% of gross monthly salary)
- MultiSport program

Detailed terms and conditions of the employment will be specified in the employment contract, which we will send you upon confirmation of your acceptance of this offer. Please confirm your interest by [date] at the latest.

If you have any questions, please do not hesitate to contact us.

We look forward to working with you.

Best regards, The HR Team.