



Towards HRS4R certification

Institut Mines-Télécom's commitments to open, transparent and merit-based recruitment (OTM-R)



Open, transparent and merit-based recruitment is an essential lever for ensuring scientific excellence and enhancing the attractiveness of research careers at Institut Mines-Télécom (IMT).

In accordance with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers,

IMT is committed to promoting fair, inclusive and transparent recruitment procedures.

This policy is based in particular on:

- the IMT recruitment charter (updated in February 2024),
- harmonised procedures at group level,
- the use of the Recrutee application management platform,
- the international dissemination of job offers in order to attract diverse scientific talent.

The stages of the recruitment process

- 1 Definition of the job profile
- 2 Advertising and distribution of job offers
- 3 Selection and evaluation of applications
- 4 Decision and notification of candidates
- 5 Evaluation and improvement of the process

1. Definition of the job profile

- Recruitment needs are defined in line with the scientific and educational priorities of the schools and laboratories.
- Job profiles are developed collectively by the relevant academic managers and research teams.
- The selection criteria and expected skills are clearly specified in the job descriptions.
- Particular attention is paid to ensuring that job offers are written in an inclusive and non-discriminatory manner.

2. Advertising and dissemination of vacancies

- Job offers are published on the EURAXESS platform to ensure European and international visibility.
- IMT also advertises its vacancies on specialised platforms such as Academic Positions and the Association Bernard Gregory (ABG).
- Additional channels are used to increase visibility: LinkedIn, Hellowork and Indeed.
- Information about the position, duties, working conditions and application process is clearly stated.
- Applications are submitted via the Recruitee platform, which simplifies the administrative process for candidates.

3. Selection and evaluation

- Applications are reviewed by selection committees composed of scientific experts.
- The composition of the committees is governed by institutional rules that guarantee transparency and a balance of expertise.
- Gender balance is sought within the selection committees.
- Candidates are assessed on the basis of objective criteria related to scientific merit and skills.
- Interview reports are drawn up to ensure the traceability and transparency of decisions.

4. Decision and notification of candidates

- At the end of the recruitment process, all candidates are informed of the outcome.
- Notifications are sent via the Recruitee platform to ensure transparent communication.
- Candidates who have participated in an interview may request feedback on their application.
- Where possible, an individual meeting may be arranged to provide constructive feedback.

5. Evaluation and improvement of the process

- IMT implements mechanisms for the continuous improvement of its recruitment practices.
- An annual recruitment review is presented to employee representative bodies.
- This report includes indicators relating to procedural transparency and gender equality.
- These indicators help identify areas for improvement within the HRS4R action plan.