

# Guideline for the recruitment of employees on MPS

## Overview:

1. Job advertisement (Appendix 1 and 2)
  - Job description (Appendix 3)
  - Drawing up the KO catalog on objective selection criteria for ranking points system → applicant establishes a list of criteria
  - Non-discriminatory tender procedure
  - Ascertainment of EG by way of job description
2. Selection procedure
  - Screening of job applications
  - Drawing up the chart according to the points awarded by KO catalog
  - Selection of applicants for job interview
  - Job interviews (Appendix 4)
3. Memorandum for recruitment to management (Appendix 5)
  - Favored applicant with explanation
  - Total of applications; severely disabled persons and women among them
  - Financing
  - Grouping and level
  - Other agreements
  - Submitting all job applications, job description, tender specification, possible additional agreements to the management for inspection
  - Statements of the representative body for severely disabled persons and of the Equal Opportunities Officers
4. Work council presentation
  - Drawn up by the management and forwarded to the work council along with all documents and the job application, requesting the approval.
  - Informing the safety engineer on the recruitment because to safety instructions
5. Contractual matters
  - Labor supply by management
  - Checking whether ZAV and foreigners' registration office (for foreigners), maintenance council or any other authorities need to be involved
  - Drawing up the employment contract, record, data security and send along with various information material to the prospective employee
  - Having the personnel questionnaire filled out
  - Requesting the birth certificate, other documents and personal documents (e.g. KV, tax ID, SV number, etc.)
6. Rejections and return/destruction of job applications taking account of the AGG §15 paragr. 4.

Appendix 6 „Process Scheme“

## 1. Job advertisement (Example for job advertisement, Appendix 1)

- Identification of needs
- Involving the administrative director as well as the Equal Opportunities Officers prior to the publication of the job advertisement. Assistance for formulating the text (non-discriminatory), for the way of publication (internal and/or external) and for checking whether an employee working on MPS may already be taken into account as priority or has already to be taken into account as priority, respectively.
- Job description by applicant (Appendix 3 + Instructions for filling out) and evaluation of the workplace by the management **prior to selecting the applicant.**
- The job advertisement should contain a job description as accurate as possible as well as the requirements the applicant must meet. Moreover, a note on the collective agreement to be applied and on the social benefits must be included as well. (Appendix 2 „Application for job advertisement“)
- The work council of the MPS asks for a company-internal advertisement of all workplaces of at least 14 days. The advertisement can possibly be omitted only upon agreement by the BR. A relevant application must be submitted prior to the recruitment.
- Publication of the job advertisement by VW or the authorized administrative staff, respectively, and has to be posted company-internally on the black board in the MPS' lobby, on the MPS and the MPG home page as well as by the employment agency. The management of the MPS will also arrange the job advertisement in newspapers, trade journals and on online portals.

## 2. Selection procedure

- Screening of all job applications and pre-selection according to suitability (by means of the drawn up KO catalogs for the ranking points system) together with the representative body for severely disabled persons, the Equal Opportunities Officers and the management.
- Severely disabled applicants will basically be invited to job interviews unless he or she clearly does not have the desired qualification, and the requirements cannot be met or cannot be met in a sufficient manner. The representative body for severely disabled persons must be informed with a detailed justification of the decision.
- Job interviews together with the representative body for severely disabled persons, the Equal Opportunities Officers and the management (Appendix 4 „Note on job interview“)
- Selecting the applicants by taking into account their personal suitability and qualification. Establishing the best possible grouping and examination of the stage assignment and justification for exceptions from § 16 paragr. 2 TVöD.

## 3. Employment-related foamlities

- Memorandum (Appendix 5 „Memorandum for recruitment“) to be drawn up along with the following information:

- ◆ Selected applicant
  - ◆ Advertised position
  - ◆ Financing
  - ◆ Employment for and presumably until
  - ◆ Reason for limitation
  - ◆ Job advertisement published in ..... on ....
  - ◆ Application deadline
  - ◆ Number of applicants; internal, severely disabled persons, women among them
  - ◆ Applicant during the job interview and participant
  - ◆ Result of job interviews
  - ◆ Statements of the Equal Opportunities Officers and representative body for severely disabled persons
- Sending/submitting the memorandum along with a list of all applicants, the ranking list, the statements, the job descriptions and the evaluation, the copy of the tender specification, the note on qualification and job interview as well as **all applications** to the management.

#### 4. Work council presentation

- The management draws up the relevant work council presentation and requests the work council for approval of employment.

#### 5. Contractual matters

- After approval by the BR, the VW writes a labor supply, and the employment contract and appendices will be drawn up after approval by the applicant.
- Sending all documents to the new employee, contacting by the VW and request for personal data, which are necessary for commencing the employment contract. The contracts must be signed and have been submitted to the management **prior to** the start of employment.
- Information to the security officer

Both the representative body for severely disabled persons and the Equal Opportunities Officers have a right to say and are entitled to access all applications. It must be ensured that an early involvement will be guaranteed.

The BR is also entitled to access all applications before the approval will be granted.

The management needs at least 2 weeks for checking the employment-related options, which is followed by the work council's procedure and the downstream administrative measures, which are limited in time to the personal circumstances of the new employee (e.g. applying for visa, work permit, tax ID, etc.). The employment relationship may start at the earliest after all administrative processes have completed.

#### 6. Rejections

- The contact person mentioned in the job advertisement arranged the rejections and return/destruction of remaining job applications by taking § 15 paragr. 4 AGG into account.



The Max Planck Institute for Solar System Research does basic research in the field of the physics of the sun, the planets, and of our solar system's remainder planets. The institute is located in a technically demanding new building in the area of the north campus of the University of Göttingen. *Insert project description*

For cooperation/support ... we are looking for

**Title of the job (m/f)**

*at the earliest possible date/at the date for a full-time/part-time job with XX %.*

In this capacity .....*define responsibilities.*

**Your tasks comprise:**

- XXXX
- XXXX
- XXXX

**Your job profile:**

- Completed training or comparable professional qualifications
- Several years of relevant work experience
- Thorough knowledge of
- additional sound knowledge of
- language skills, miscellaneous
- A high level of *properties, such as sense of responsibility, personal initiative, independence, dependability and decision-making skills as well as distinct team and communication abilities*
- The willingness to *also work outside the normal working hours (incl. on weekends) in case of need, or reference to travelling*

**Our offer**

We offer you challenging work in a leading institute in the area of space research and in an international work environment. The *full-time/part-time* job is make choice (*initially limited to 2 years, an open-ended contract can be considered if the corresponding suitability has been assured*). The remuneration will be based on the TVöD (federal government), the grouping will be done based on the applicant's experiences or qualification, respectively, *until EG XXX*. The social benefits are in accordance with the regulations of the civil service.

## Appendix 1

The Max Planck Society has itself the goal to employ a greater number of severely disabled persons and to increase the percentage of women in the areas where they are under-represented. Therefore, priority will be given to relevant applications.

Please submit your complete application documents by mail before XX,XX,XXXX, quoting the reference „XXXX,“ to: *email address* (a single pdf file is preferred) or by mail:

Max-Planck-Institut für Sonnensystemforschung  
(*Max Planck Institute for Solar System Research*)  
Personalabteilung (*personnel department*)  
Justus-von-Liebig-Weg 3  
37077 Göttingen/Germany



MAX-PLANCK-GESELLSCHAFT

For more information, please contact *name of the direct contact person*

Appendix 2

Max Planck Institute for Solar System Research  
Göttingen, Germany

Application for job advertisement

Job title:

- limited                      from:                      to:  
 open-ended

Financing from:

Tender period until:

Contact person / contact:                      Phone:                      e-mail:

Department / project:

Proposed grouping:

To be published:

- internal (free of charge)  
 MPS and GV homepage (free of charge)  
 Employment agency (free of charge)

- Newspaper                      Financing from:  
     local                      KST/project:  
     supra-regional

- Trade magazine                      Name/address:  
 online                      Online portal:

Göttingen,

Signature of applicant

Appendix: tender specification and job description

Information by VW to:

- Equal Opportunities Officer  
 confidant of the severely physically challenged persons  
 Other: \_\_\_\_\_



## Job description

### Workplace and job title

#### 1. Occasion

- New set-up of workplace
- Task modification, including increase in and discontinuation of task
- Miscellaneous:

I herewith confirm the accuracy of this job description. I have based the analysis of the jobs to be carried out on an adequate time frame where the tasks to be carried out regularly can be fully covered. I have taken note of the explanations of and instructions for completing this printed form.

\_\_\_\_\_  
[Date, signature, name, job title]

#### 2. Organizational integration

2.1 Place of employment

2.2 Organizational unit

2.3 Supervisor

Only if different: superior

2.4 Permanently directly subordinated workplaces

2.5 Representation of

2.6 Representation by

#### 3. Necessary qualifications

3.1 Completed university education in the science domain, higher education, vocational education, school education or professional examination necessary for carrying out the tasks

3.2 Other expertises, skills and experiences

**4. Tasks to be carried out**

Number consecutively 4.1, 4.2, etc.

Time slice  
by activity  
in %

4.1



## Instructions for filling in „Job description“ (Appendix 3)

### Workplace and job title

- These details should be informative in such a way that they will allow a clear definition and identification of the workplace
- Examples:
  - CTA (group leadership)
  - Janitors
  - Project engineer for space experiments
  - Secretariat (department I)
- Negative examples:
  - Technical assistant
  - Facility Management
  - Engineer
  - Foreign language secretary

### 1. Reason

- Please specify the reason for the necessity of the job description.
- If „Other“ applies please specify exactly, e.g.
  - Regular examination
  - Examination upon the employee's request
  - Objection by the audit department (or the audit office)

### For 1.: Confirmation of accuracy of the job description

- Confirm here that you have drawn up the job description yourself and that this job description is accurate.
- The term tasks „to be carried out“ means that you have listed the tasks which a prospective employee will have to carry out following your instructions
- Please indicate the date when you have completed („drawn up“) this job description

### 2. Organizational integration

- These details are used for
  - the organization of the institute and
  - for the identification of the workplace as accurate as possible, apart from the details on the workplace and job title

#### 2.1 Place of employment

- Please enter the exact name
  - of the institute, or
  - the institution of the Max Planck Society here, respectively,
- where the workplace
- has been set up, or should be set up, respectively
- note for the institute's administrations:
  - The name of the employment sector may also be indicated by default.

#### 2.2 Organizational unit

- Please enter the exact name of the organizational unit within the institute, or the institution, respectively, e.g.
  - Molecular biology department
  - Research group for infrared astronomy
  - Public relations work

- Project II a
- Subject area Accounting.
- The designation can be taken from the current scheme of distribution of the organization or distribution-of-business plan.
  - If there is not scheme of distribution of the organization or distribution-of-business plan, please clarify the most accurate as possible designation with your superior or with the administration.

### 2.3 Supervisor

- Please specify which position at the institute or at the institution the workplace is subject to
  - please do not indicate a name, but the position only,
  - i.e. not: Prof. Dr. Franz-Josef Jauernig, but
  - department head of Molecular Cell Biology
- The designation „superior“
  - does not refer to a certain (male) person, but is merely meant in a functional sense.
- Supervisor
  - is the position which is entitled to approve the work input, the working hours as well as the vacation and absences.
- Supervisor
  - is the position which may give instructions necessary for achieving the work results.

### 2.4 Permanently directly subordinated workplaces

- List the workplaces here which are or should be permanently subordinated to the workplace you describe
- Please also enter the names of the positions, but not the name of employees
- Please also enter the salary group after which the subordinated workplaces are evaluated
  - If these salary groups are not known to you please ask the superior or the administration, respectively, about them
- Please specify whether there is technical supervision and/or supervision
  - see reference to No. 2.3
- For part-time workplaces, please indicate the time slice
  - e.g. 50 %

### 2.5 Representation of

- Please enter the positions which are represented by this workplace
  - Again, please only indicate the position and no name
  - If only parts of the workplace's tasks are represented, please specify them exactly
- If this is merely a holiday replacement function (e.g. vacation), nothing has to be stated separately
  - If this is a permanent representation, it should be stated additionally
- Examples:
  - „Workshop management of precision engineering technicians, as technical supervisor only“
  - „Janitor, not in the activity as vehicle driver“
  - „Safety engineer (permanent representation)“

### 2.6 Representation by

- Please enter the positions which are representing this workplace
  - Again, please only indicate the position and no name
  - If only parts of the workplace's tasks are represented, please specify them exactly
- If this is merely a holiday replacement function (e.g. vacation), nothing has to be stated separately
  - If this is a permanent representation, it should be stated additionally
- Examples:
  - „Workshop management of precision engineering technicians, as technical supervisor only“
  - „Janitor, not in the activity as vehicle driver“

- „Safety engineer (permanent representation)“

### 3. Necessary qualifications

#### 3.1 Professional qualification – level of activity

- Please specify which concrete qualification is objectively required for this workplace
  - Do not indicate the qualification which an existing employee has personally, if need be!
- Please only specify an actual, objectively achievable requirement
  - The desire for a higher attainment level is not essential, which is objectively not required for carrying out the activities
- Please try to justify your observations „upward“ as well as „downward“:
  - The activity can no longer be carried out in an appropriate manner with a bachelor degree in the subject X, because (...), but rather a master degree in the subject X is necessary, because (...).
  - The activity can already be carried out in an appropriate manner with a concluded vocational education for Y, it has no bachelor level, because (...).
- This detail will be rather important for exactly establishing the level of qualification of the workplace
  - Therefore, e.g. the statement that a bachelor or master degree will be necessary for an activity, will not be possible
- Please specify the concrete qualification in a certain subject, along with the training period, if need be
  - If several qualifications should be possible, please specify all of them individually, e.g. „concluded scientific study (master) in informatics, physics or mathematics“
  - The statement „with a masters“ will also be possible
  - Please enter „none“ for activities which only require a brief initial training or teaching.

#### 3.2 Other knowledge and experiences

- Please specify whether further, particular specialized knowledge or skills will be necessary apart from the required professional qualification, e.g.
  - Driving license class B
  - Command of English (ability to converse)
  - Hygienic training for room air, category B, according to VDI 6022
  - Thorough knowledge of the collective bargaining law of public service
  - Particular knowledge of semiconductor physics, laser physics and of optics
- If any professional experiences will be necessary for carrying out the activity, please state them as well, e.g.
  - Long-term experience as executive secretary
  - Practical experience as safety engineer of at least three years
  - Experiences in personnel management
  - Experiences in the translation of scientific texts

### 4. Description of activities

- This is a question of
  - recording all activities
  - which should be carried out on this workplace
  - as completely as possible
- This includes
  - Taking into consideration
  - all regularly recurring activities
- Please do not form „blocks“ of activities
  - but define each individual work step
- Please do not select a representative period under review
  - a relatively short period of time will suffice for repetitive everyday activities
  - a longer period of time will be necessary for activities varying with the season
- Please define clearly and in a comprehensible manner the task, e.g.
  - repairing machines

- calculating travel expenses
  - determining assistance
  - making procurements by way of direct award
  - making reports for use in (...)
- Please do not use any ambiguous and relatively vague terms, such as e.g.
  - cooperation
  - involvement
  - work input
  - support
  - special tasks
  - cross-departmental work.
- Please do not use any abstract activity descriptions,
  - which are descriptive of
  - sub-tasks
  - quality, level of difficulty and meaning.
- When describing the activities, please consider that
  - not only the employees, but also
  - the employees of the institute's personnel department, and the
  - possible examining section (review, audit divisions)
 must exactly understand the meaning.
- Therefore, if possible, please avoid
  - technical and scientific terms
  - abbreviations or
  - any complex presentations in foreign languages,
 which requires a substantial effort for the laymen to „decode.“
- Please define each individual work step as detailed as possible
  - Please state all activities which are related to achieving the work result, no matter how „trivial“ they may seem
    - e.g. reading data sheets, paperwork, participation in meetings
  - The extent to which you divide the field of activity in individual steps will depend on the variety of tasks and the complexity of the subject
- Please do not make an assessment of the activities
  - Please do not use any terms under collective bargaining law, such as e.g. „thorough, extensive expertise“ or „special tasks“
  - Please do not use any evaluative adjectives, such as e.g. „particular“, „independent“ or „responsible“
- For each activity, please specify exactly which concrete expertise are required for their proper activity
  - Legal knowledge and knowledge of internal rules
    - Please state in concrete terms: provision, section, chapter, paragraph
  - Specialized knowledge
    - e.g. scientific, business-management, medical knowledge
    - any particular professional examinations or certificates of competence
  - Technical or manual knowledge and skills
  - Language skills
    - specify the level of skill, e.g. basic knowledge, able to converse, fluent, business fluent.
- If a particular practical knowledge is required,
  - please specify precisely which experiences are required
  - and what they have to be used for
- In case of representative activities (see No. 2.5)
  - please specify them in the job description as well
- Only regular representations and representations which can be planned can be passed on for an indefinite period, e.g.
  - vacation
  - participation in meetings of committees

- The following are not regular and cannot be planned, e.g.
  - training sessions
  - illnesses
- It is of utmost importance that
  - a precise time slice
  - will be specified
  - in percentage,
  - measured by the overall task (100 %)for each individual activity or for each work step.
- These time slices can be
  - estimated by yourself based on well-founded experiences
  - or ascertained by tasks recorded by yourself („logbook“)
- The scale used for this is
  - an „average performance“ or
  - work according to „average kind and quality“
  - 1 % = approx. 2 work days/year

**Appendix 4**

**Max Planck Institute for Solar System Research  
Göttingen/Germany**

Dept. \_\_\_\_\_

Date: \_\_\_\_\_

**Note on the job interview**

**I. Known details**

Employment: \_\_\_\_\_ Employment No: \_\_\_\_\_ Clearance as of: \_\_\_\_\_

Salary group: \_\_\_\_\_

open-end employment contract

limited employment contract from \_\_\_\_\_ to \_\_\_\_\_

Applicant (name, first name) \_\_\_\_\_

Address \_\_\_\_\_

Table remuneration: \_\_\_\_\_

Previous employer/educational institution/unemployed:

\_\_\_\_\_

Additional details:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**II. Discussed contractual terms**

1. Remuneration as above

6. Probation period

6 months (§ 2 TVöD)

..... months.

The period of notice during the probationary period is two weeks to the month end.

**Appendix 4**

**Max Planck Institute for Solar System Research  
Göttingen/Germany**

7. Assurance of relocation expenses starting from the end of the probationary period  
 yes  no      Repayment in case of acceptable resignation within two years.

4. Separation allowance until relocation in case of shortage of housing and willingness  
of move in the amount of \_\_\_\_\_ € per day.

5. Proposed date for a decision \_\_\_\_\_

6. Further points discussed (housing requirements, recognition of relevant  
professional experience, leave regulation):

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**III. Decision**

This  is proposed for recruitment  
applicant

remains on the shortlist

has been rejected.

Brief justification:

(signature)

**Appendix 5**

**Max Planck Institute for Solar System Research, Göttingen/Germany**

To  
Management

Applicant:

Phone:  
email:

**Memorandum**

Explanation concerning the employment of:

|   |   |
|---|---|
| Employment as:  |   |
| Financing from:   |   |
| Employment for:   |   |
| Job advertisement from:<br>Published in:  |   |
| Application deadline by:  |   |
| Total of applicants:<br>Severely disabled:<br>female:                                     |   |
| Job interview with:<br>Name/date  |   |
| Internal participants:  |   |
| Result:   |   |
| Proposed grouping:<br>Other agreements:<br>(e.g. part-time, relocation expenses,<br>etc.) |   |
| Equal Opportunities Officer:  | approved <input type="checkbox"/> not approved <input type="checkbox"/> |
| Appointed officer for severely<br>disabled  | approved <input type="checkbox"/> not approved <input type="checkbox"/> |

Göttingen/Germany,

\_\_\_\_\_  
Applicant's signature



**Interaction between the human resource department and Equal Opportunities Officers of the MPS in the appointment procedures in areas where women are under-represented**

