



Initial Training Networks Guidelines for recruitment

When interviewing candidates for your Marie Curie Early Stage Researcher (ESR) and Experienced Researcher (ER) positions, there are a few things to bear in mind that the European Commission frequently mentions.

1. The Marie Curie Initial Training Networks (ITN) have the specific objective of **training** – it is important to explore the candidate’s understanding of this. Are you offering the possibility to do a PhD? Does the candidate wish to do a PhD? Does the candidate understand the commitment and workload of doing a PhD?
2. You need to explain to the candidate that the Marie Curie fellowship contract is an **employment contract**. The maximum duration of contract is 36 months for an ESR and 24 months for an ER.
3. Include your **Human Resources** colleagues in the process – you have a full understanding of the scientific and technical content of the position, but your HR colleagues can help you with contractual issues and with any questions the candidate may have on integration following a move to a new country and employer.
4. How will the **interview** be carried out? In person at your premises so that the candidate can see the place where they could be working as well as meeting key colleagues? Or by phone call / Skype? Remember that you have budget to invite candidates to travel to meet you.
5. **Tests** or no tests? Candidates are very good at writing CVs and application forms containing information they think they should give – a test can shine more light on what they know and can help you reach a good conclusion on the selection. For ER candidates, they have more experience so consider asking them to make a presentation / give a seminar to you and your colleagues on their past work and future research ideas.
6. Bear in mind **nationality** and **gender** – the EC monitors these closely.

After you make your selection decision :

7. Write a maximum **1-page summary** for the ITN Scientist in Charge at CERN about how you carried out the selection – include the number of candidates you interviewed and any tools you used (tests, presentations, etc.).
8. Include your HR colleagues in the **contract process**.
9. If you need assistance on **local employment legislation (and tax)**, contact your [National Contact Point](#) which is there to provide you with support for the Marie Curie Actions.
10. Once the Fellow’s contract starts, you must submit the **Declaration on the Conformity** within the first month on the [Research Participant Portal](#).
11. [Career Development Plan](#) to be completed – don’t forget to discuss PhD needs! – keep the original signed copy at your institute – it is a reference document for you and the ESR.

If you need help or further information : do not hesitate to contact [Seamus Hegarty](#) at CERN.