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EUROPEAN ORGANIZATION FOR NUCLEAR RESEARCH

SECOND SESSION OF COUNCIL

GENEVA

24th-25th February, 1955.

RECRUITMENT POLICY

NOTE TO COUNCIL

1. The annexed paper on recruitment was considered by the Committee of Council at its first meeting on 27th January, 1955, and was remitted to Council for final consideration and approval.
2. It was suggested at this Committee of Council that periodic reports on the recruitment procedure followed might be supplied by the Administration. This will be done.

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In CERN/84 - "Notes on Recruitment Procedure for CERN" is outlined the principles to be adopted in the selection and appointment of CERN staff at all levels. This present paper to some extent reiterates these principles, modified where necessary in the light of recent experience. It also deals with the relationship between the CERN Administration and Member States in recruitment matters and proposes certain procedures which could be adopted by the Administration to maintain an adequate supply of candidates.

I. General Recruitment

(i) This procedure should be adopted to fill all posts which can be forecast not less than three months before they are required; it aims to achieve the widest choice of candidates both from the point of view of professional suitability and nationality.

(ii) Divisions should submit to the Personnel Office as far in advance of the requirement as possible detailed specifications of the post(s) to be filled, stating also when this is to be and providing any useful information on possible sources of candidates.

(iii) The Personnel Office will provide a selection list of candidates either (a) from its pool of candidates or (b) as a result of advertisement (see section IV).

(iv) The Divisions will select a short list of candidates and return this to the Personnel Office to arrange a selection board.

(v) Selection boards will then be formed either for the purpose of interviewing the candidates personally or of reviewing their applications without interview. The composition and powers of these boards will be as follows :

- (a) General Selection Boards: to consider candidates who might be suitable to fill a post in more than one division.

Chairman : Division Director or member of Directorate-General (normally at least two grades higher than the post to be filled).

Members : A senior representative (at least one or preferably two grades higher than the post to be filled) from each interested division, and the Personnel Officer to deal with any arising questions on conditions of service.

- (b) Division Selection Boards: to consider candidates for specialized posts in a single division at a level not above L3.

Chairman : Division Director or his deputy

Members : One from the division, one from the Administration (i.e. Personnel Officer or his representative).

- (c) Local Recruitment (Branches III (Grade 4) and IV).

Normally by the Personnel Officer acting with the division concerned.

(vi) The recommendations of these boards will be passed to the Director-General or his delegate for approval and thence to the Personnel Officer for the preparation of offers of appointment. Incorporated in an offer will be the Staff Regulations and Rules of the Organization, and acceptance of the offer by the candidate will constitute a contract between him and the Organization.

All letters of appointment will be issued over the signature of the Director of Administration or his delegate.

II. Special Recruitment

Where time permits, recruitment should always be made through the general procedure described above; this allows greater choice and obviates any reason for outside criticism.

During the present formative stage of CERN, however, it will be necessary to fill some posts by specialist candidates. In these cases,

which will be kept to a minimum, the Director-General can give special authority for dispensing with normal competition. It will be the responsibility of the interested division to provide him with an assurance of the bona fides of the proposed candidate.

All cases of non-competitive selection shall be reported for information after the event to the Council.

III. Principles of Recruitment

Article 7 (1) of the Staff Regulations provides that in appointing staff the Council shall regard, as of first importance the recruitment of persons of the highest ability and integrity. It is stressed that this must always remain the prime criterion for the appointment of CERN staff and the Director-General, before appointing anybody to a post - for which he has delegated recruitment powers from the Council - must be satisfied that this requirement is met. Moreover, while he would take full account of recommendations made on behalf of individual candidates by representatives of Member States and, in cases of doubt, would make such enquiries as may be necessary into the suitability of those candidates, the final decision to recruit must rest only with him. In making such enquiries, the Director-General and his staff would also bear in mind any particulars of a personal and confidential nature submitted by individual candidates.

As a second principle, Article 7 (2) of the Staff Regulations provides that subject to the above considerations, recruitment should provide, so far as possible, for a wide distribution of posts among the nationals of Member States. It must, however, be realised that for economic reasons, a high proportion of staff in the junior grades (Ancillary, and Grade 4 Technical and Administrative) must be indigenous.

IV. Field of Candidates

In order to achieve the above subjects, it is essential that the widest possible field of candidates should be considered and the following principles are put forward with this in view.

(i) Divisions shall notify their requirements to the Personnel Office in sufficient time to allow the circulation of details to Member States and the advertisement by Member States of vacancies. Unless the filling of the post(s) is so urgent as to prevent it or requires special action as foreseen under Section II above, the Personnel Officer would expect to have been enabled to take this action (as laid down in Article 7 (3) of the Staff Regulations) before providing the list of candidates foreseen in I(iii) above.

(ii) The normal notification of vacancies to Member States will be through the Council delegates of those States. It is suggested that to broaden the available field and ensure the quickest

possible submission of suitable candidates, the following further steps should be taken:-

- (a) Member States should where practicable nominate a number of additional points of contact (i.e. additional to the actual delegates) to which particulars of suitable vacancies should be sent direct by CERN. These contacts might be in universities, learned societies or government departments, for example.
- (b) As in the case of other international organizations CERN should be able to place a direct advertisement in selected journals and make direct approach to specific individuals, bodies or institutions. This would be done only to meet specialized and urgent requirements and where necessary would be accompanied by full notifications to the relevant delegates. Furthermore such action would be taken only in cases when a vacancy could not be filled from candidates already available to CERN.

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