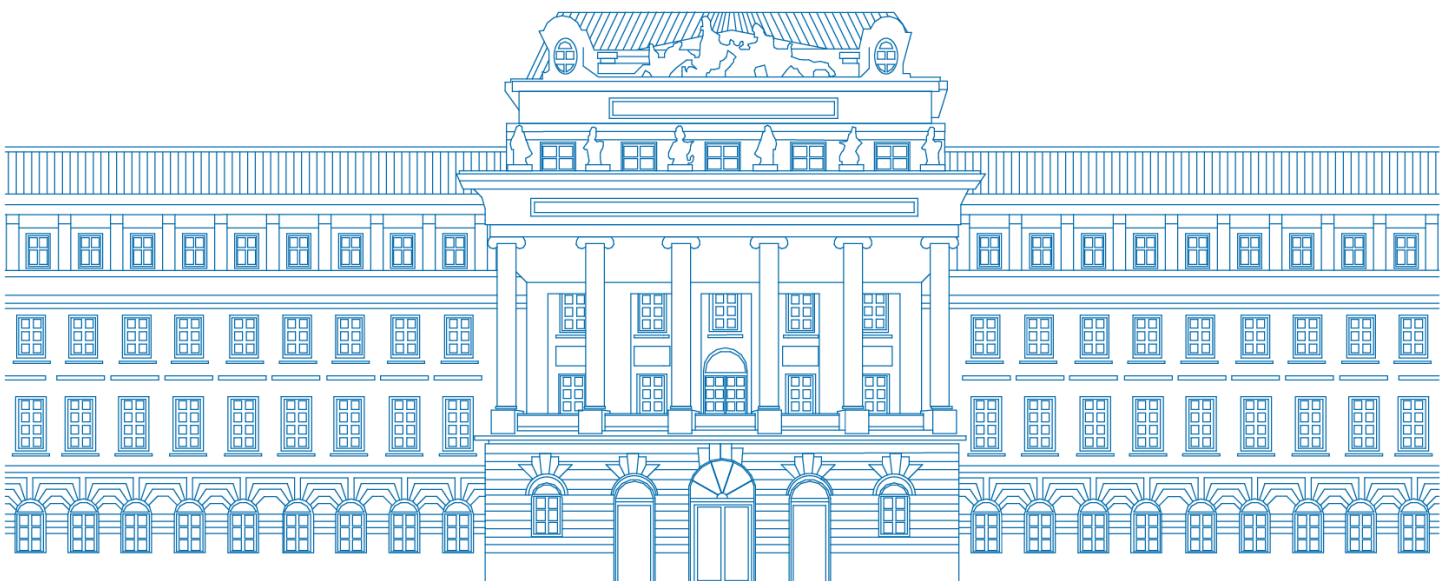




TECHNISCHE
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OTM-R Policy

Guideline for open, transparent and merit-based
recruitment procedures at TU Wien



Announcement published in University Gazette no. 23/2025 of 05 June 2025

www.tuwien.at

Document information

Resolution adopted on	27 May 2025
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Responsible staff	Ute Koch (Vice Rector Human Resources) and Carmen Keck (Application Management Service Unit)
Ref. no.:	49000.00/001/2025
Replaces the version dated:	-

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Preamble

This guideline describes the principles governing the recruitment and appointment procedure at TU Wien and applies to academic and non-academic staff alike.

TU Wien is committed to the implementation of the "European Charta for Researchers" (Charta) and the "Code of Conduct for the Recruitment of Researchers" (Code). Its recruitment and selection procedure is guided by the principles of the EU initiative "HRS4R – Human Resource Strategy for Researchers", thus ensuring that the procedure is open, transparent and merit-based. This guarantees that applicants are kept fully informed about vacant positions, the selection procedure and opportunities for development.

The open, transparent and merit-based recruitment procedure (OTM-R) is designed to ensure that the best candidate is appointed to the post and that all candidates are treated equally and have equal access to opportunities.

Appointments of university professors are governed by the current guideline on appointment procedures, while appointments to tenure-track positions are regulated by the current guideline on tenure-track positions and qualification agreements. These are available at [document management](#)

This guideline applies to the recruitment of academic, technical or administrative staff. It does not cover the recruitment of student assistants, staff working on projects receiving external funding, applicants recruited through excellence programmes that involve a qualitative selection procedure, or appointments made in the context of reintegration support schemes (e.g. Marie Curie).

1 Objectives

TU Wien is aware that its staff are fundamental to its success. OTM-R principles are applied during the staff recruitment and selection procedure so that the most suitable, best-qualified applicant can be appointed to each post by means of a fair selection process. TU Wien must therefore be able to attract and retain the most highly qualified candidates. The principles governing the recruitment and selection procedure are set out in this guideline.

The objective is to establish a staff recruitment and selection procedure based on the principles described below while satisfying equality requirements and those specified in TU Wien's Career Advancement Plan for Women and Equal Opportunities Plan.

2 Principles

During the recruitment and selection process, TU Wien is guided by the following principles:

OPEN COMPETITION

TU Wien follows the principle of open competition when recruiting staff. Internal, external and international researchers are all encouraged to apply.

ATTRACTIVENESS

The objective of the recruitment procedure is to attract and retain the best candidates for each post. When choosing a job, benefits such as flexible working hours, home office and childcare are just as important as urban dynamics (international outlook, diversity, the attractive location in central Vienna, etc.). These are therefore highlighted in job advertisements and during interviews in order to make TU Wien more attractive as an employer (employer branding).

EQUAL TREATMENT AND DIVERSITY

TU Wien seeks to appoint the best candidate on the basis of merit. The selection criteria encompass a wide spectrum and match the requirements for the post.

EFFICIENCY

Staff are recruited and selected professionally and in a timely manner while complying with the applicable employment legislation. This approach also sets store by open, transparent communication between university and applicants.

RESPECT AND APPRECIATION

Appreciative, service-oriented communication helps attract new employees to TU Wien and facilitates their integration.

TRANSPARENCY

Applicants are provided with all the relevant information on the advertised post or allowed to access it freely (TU Wien job platform and other job platforms for specific target groups if applicable).

POSITIVE EXPERIENCE

Every interaction with potential candidates should be as positive as possible. The application management process accordingly tries to keep the time-to-hire as short as possible so that candidates enjoy a positive candidate experience.

CONFIDENTIALITY

All information relating to the recruitment and selection procedure must be treated confidentially and in compliance with data protection regulations.

3 Recruitment procedure at TU Wien

3.1 Confidentiality and data privacy

The data provided during the application process are treated confidentially and are only disclosed to persons involved in the specific recruitment process and to members of any committees and panels involved in ongoing selection procedures. These are the only people who have access to the personal data stored in the application database. Data are not shared with third parties unless this is expressly required and the applicant's consent has been obtained.

TU Wien respects the confidentiality of personal data, which are processed in strict compliance with the principles and requirements set out in the General Data Protection Act (GDPR) and the Austrian Data Protection Act (DSG). The data are collected and processed solely for the purpose of applicant selection and the recruitment process. Application data and documents are deleted after the recruitment and selection process is complete and the mandatory retention period has expired, except in cases where the applicant has consented to be added to the applicant pool.

3.2 Advertising and application phase

Appropriate requirements profile: Before a vacancy is advertised, a precise requirements profile is created defining the objectives of the role, the main activities involved, and the competencies required. Further to the key element of professional expertise, a competency catalogue based on the most important core competencies at TU Wien is used to specify additional competencies associated with the position.

Informative and structured / concise job advertisement text: The job advertisement text contains a description of the core tasks associated with the advertised position. In addition to subject-matter expertise, it must also define requirements relating to professional experience (e.g. in management, procuring external funding, etc.) and other relevant competencies such as methodological, personal, social and leadership skills. The competency model serves as the basis for defining and assessing the required competencies (target / actual profile) during the recruitment and selection process. Eligibility criteria are formulated on the basis of the requirements profile for the respective position. In order to reach a wide interest group, the job advertisement distinguishes between essential qualifications and – where applicable – desirable ones. The job advertisement must specify the tasks associated with the position or role and, where applicable, the required language skills.

Public advertisement: The position is advertised in German and/or English on the TU job platform and in TU Wien's University Gazette. The application deadline is usually 2-3 weeks.

The advertisement is also published on other online platforms such as Euraxess, Academicpositions, Academics, and any media specific to the respective target group in order to reach external and international researchers. If a post is to be advertised internationally, priority is given to formulating and publishing texts in the English language.

Encouragement of applications from under-represented groups: This applies in particular to women and persons with disabilities. A specific statement is included in advertisements, addressing these groups in particular and encouraging them to apply. The Recruiting+ advisory board (comprising persons from the Employment Law, Application Management, HR Development and Diversity Management units, the Disabilities Representative, and the Health Service) is available to answer any questions relating to job advertisements and applications in order to provide the best possible support for persons with disabilities.

Furthermore, the advisory board sets great store by an inclusive approach that gives everyone the opportunity to grow and contribute his/her unique perspectives and skills.

Minimisation of effort for applicants: TU Wien keeps the administrative effort required of applicants to the bare minimum. The job advertisement and/or the application form must specify exactly which documents should be included with the application. All applications are handled online using application management software. The Application Management service unit responds to application management questions – both by phone and by e-mail – within one week at most.

Further information for applicants: Our website also contains information about the application process, career and training opportunities, funding programmes, working conditions and a whole range of TU benefits for (future) staff.

Communication with applicants: Applicants receive timely information about the current status of their application and how matters will proceed in order to guarantee a positive candidate experience, i.e.:

- Applicants receive a confirmation of receipt
- Shortlisted candidates receive interview invitations in plenty of time before the scheduled appointment.
- If the procedure is delayed, all applicants receive an interim update on how matters are progressing or a message asking them to be patient.
- Once a candidate has been selected, the remaining applicants are notified that they are no longer being considered for this post.
- Incoming telephone and e-mail enquiries are answered without delay.

3.3 Evaluation and selection phase

Pre-selection: Once the application deadline has expired, candidates are pre-selected using the criteria specified in the advertisement. Applications are evaluated on the basis of the information included in the application documents. Applicants who fulfil the criteria are added to the shortlist and invited to an interview. Here, the Career Advancement Plan for Women must be taken into consideration.

Selection committees: The composition of selection committees can vary depending on the role. We endeavour to achieve gender parity. The Committee for Equal Treatment must be consulted. Subject-matter experts can also be called in.

Interview: Interviews offer the ideal opportunity to get to know potential candidates better and make the best choice to fill the position. Preliminary interviews can be held by telephone if this appears expedient; interviews can also be conducted by video conference. The interview is structured and an interview guideline used if necessary. The results of the interview are documented. Interview guidelines for individual positions can be requested from the Application Management service unit.

Objective selection decision: A fair and transparent decision-making process is implemented to ensure that the best candidate for the post is selected impartially and objectively on the basis of their suitability, ability and professional expertise.

Defined evaluation criteria: Expertise, suitability and skills are evaluated using clearly defined criteria to ensure that the person best qualified for the post is chosen during the selection process. Future potential is taken into account as well as past achievements, experience and competencies. In line with previous research in this field, career gaps are not treated as exclusion criteria when making preliminary selections, but rather as potentially valuable contributions to the individual's professional development.

Depending on the requirements profile, evaluation criteria may include the following:

Scientific staff	General staff
Specific competencies:	Specific competencies:
<ul style="list-style-type: none"> · Subject-specific expertise · Professional experience · Publications · Experience procuring external funding · International orientation, mobility · Research competencies · Teaching competence · Knowledge of languages · Other transferable competencies 	<ul style="list-style-type: none"> · Subject-specific expertise · Professional experience · Management / leadership qualities · Administrative experience · Knowledge of languages · Other transferable competencies
Transferable competencies:	
<ul style="list-style-type: none"> · Methodological competence (e.g. digital competencies, analytical skills, commitment innovation, etc.) · Personal competence (e.g. resilience and resource orientation, client orientation, etc.) · Social competence (e.g. ability to work in a team, communication skills, willingness to resolve conflicts, diversity awareness, etc.) · Leadership competence (e.g. decision-making skills, team development, visionary and strategic thinking, etc.) 	

3.4 Appointment

Offer of employment: Once a candidate has been selected, he/she receives a job offer.

Feedback: Applicants who were not selected receive a notification / rejection message from the Application Management service unit.

Complaints procedure: During each recruitment procedure, applicants have the opportunity to submit complaints about the procedure to the Application Management service unit by telephone or email or to obtain feedback about the reasons why they were rejected. An individual response to the complaint or request for feedback is provided within one week.

3.5 Onboarding

Systematic onboarding is becoming increasingly important in the competition for top talent. The early professional and social integration of new employees into the organisation is therefore vital to inspire lasting commitment and loyalty to TU Wien.

TU Wien employs a range of measures (e.g. job mentors, checklists) to give staff a feeling of unity in diversity right from the time they receive the job offer. We do this by promoting open channels of communication, strengthening self-reliance, and thus creating a positive working environment and an atmosphere of trust.

4 Quality control

Persons involved in the recruitment process are provided with appropriate guidelines, checklists, tools and templates in order to ensure that the OTM-R principles are adhered to.

Regular workshops are held for any members of selection committees who require training in the OTM-R principles.

5 Entry into force

This guideline comes into force on 5 June 2025.