

# Principles for Talent Attraction and a fair Recruitment Process in Academia

## Luxembourg Gender Working Group

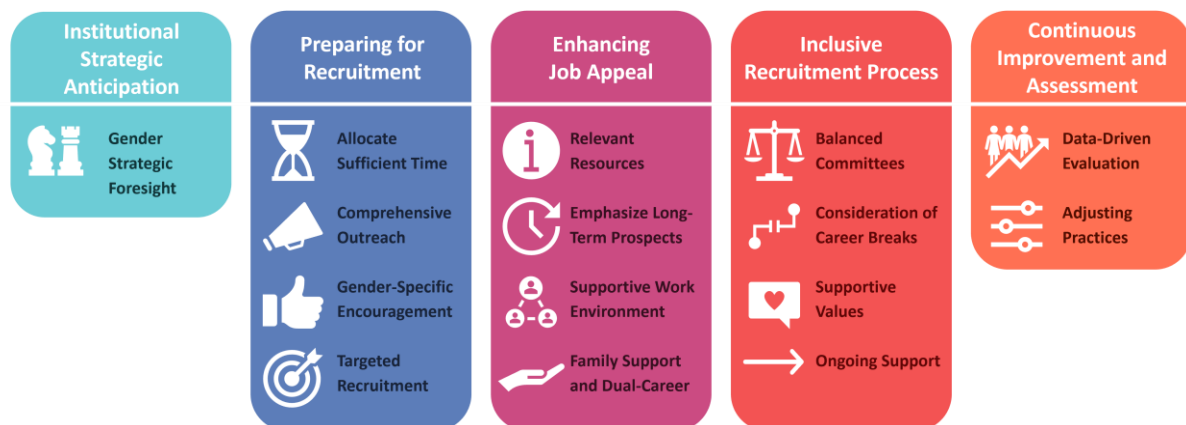
### About these practices

This document was synthesized, compiled, and complemented by members of the Luxembourg Gender Working Group during multiple workshops and feedback sessions. It includes already implemented or planned best practices from each institution, as well as internationally approved recommendations from several sources, such as publications<sup>1</sup>, the LIBRA Recruitment Handbook<sup>2</sup> and the EIGE Gender Equality in Academia and Research - GEAR tool<sup>3</sup>.

### Rationale for an unbiased and fair recruitment process

Attracting scientific talent from underrepresented domains can pose distinct challenges. To effectively tackle this issue, institutions must take proactive steps to establish themselves as inclusive and diverse organizations, with a strong emphasis on gender equality, equity, diversity, and inclusion. This entails fostering a research culture and work environment that nurtures inclusivity, offers equal opportunities, and facilitates the success of all individuals. By prioritizing these initiatives and fostering a welcoming atmosphere, institutions can attract and retain exceptionally skilled scientists, thus enhancing the richness and vibrancy of their research community. By removing barriers and biases from the recruitment process, institutes can tap into a wider talent pool and benefit from diverse perspectives, ideas, and approaches. The following principles target especially high-profile scientific candidates from underrepresented domains.

### Principles:



<sup>1</sup> Effective Practices for Addressing Gender Disparity in Recruitment, Advancement, and Retention in STEM: <https://www.ncbi.nlm.nih.gov/books/NBK555390/>

<sup>2</sup> LIBRA Recruitment Handbook on Inclusive, Transparent and Unbiased Recruitment Processes: [https://www.eu-libra.eu/sites/default/files/article-files/libra\\_recruitment\\_guidelines\\_second\\_edition\\_0.pdf](https://www.eu-libra.eu/sites/default/files/article-files/libra_recruitment_guidelines_second_edition_0.pdf)

<sup>3</sup> Gender Equality in Academia and Research - GEAR tool: <https://eige.europa.eu/gender-mainstreaming/toolkits/gear/gender-equality-recruitment-and-career-progression>

### Institutional Strategic Anticipation:

1. **Gender Strategic Foresight:** Consider the complete overview of new positions and planned and anticipated retirements. Plan proactively in departments where either gender is currently underrepresented (<40%) and align with the institution's Gender Equality Plan.

### Preparing for Recruitment:

2. **Allocate Sufficient Time:** Reserve ample time and in advance of publishing the job description, as this is the foremost step in fostering an inclusive approach to attract talent.
3. **Comprehensive Outreach:** Advertise job openings through diverse channels to attract a wide range of candidates. This includes relevant networks, databanks, events, platforms, engage with professional networks, associations, communities, and professional organizations, focusing on underrepresented groups, gender diversity, and inclusion.
4. **Gender-Specific Encouragement:** Encourage applications from underrepresented genders in areas or roles where clear disparities exist.
5. **Targeted Recruitment:** Implement proactive measures to identify and approach a list of pre-selected candidates from underrepresented genders, employing personalized strategies and direct contact.

### Enhancing Job Appeal:

6. **Relevant Resources:** Provide comprehensive information about Luxembourg, including the research landscape but also general advantages of the country.<sup>4</sup>
7. **Emphasize Long-Term Prospects:** Highlight opportunities for long-term career growth and retention to attract candidates.
8. **Supportive Work Environment:** Provide information on professional development and training opportunities to support career growth, as well as support mechanisms, such as mentoring or networking programs where individuals in similar positions can share experiences and provide guidance on navigating life in Luxembourg.
9. **Family Support and Dual-Career:** Provide information on work-life balance initiatives within the organization and offer support for childcare, housing, as well as offer dual-career options whenever possible.

### Inclusive Recruitment Process:

10. **Balanced Committees:** Compose recruitment committees with balanced gender representation (40-60% for each gender).
11. **Consideration of Career Breaks:** Account for career breaks in candidate evaluation, applying international best practices. Whenever academic age matters, international recommendations and best practices should be applied (e.g. for ERC grants the eligibility period can be extended for maternity and paternity).
12. **Supportive Values:** If candidates from an underrepresented group are unavailable, consider hiring individuals showing a commitment to support gender balance, diversity, and inclusion.
13. **Ongoing Support:** Establish clear onboarding processes to help new employees integrate smoothly into the organization and their respective roles.

### Continuous Improvement and Assessment:

14. **Data-Driven Evaluation:** Regularly assess the effectiveness of recruitment practices by analyzing demographic data, gender representation, retention rates, and applicant success rates.
15. **Adjusting Practices:** Based on regular assessment outcomes, develop, and implement targeted recruitment strategies, and adjust approaches.

---

<sup>4</sup> [https://www.euraxess.lu/sites/default/files/domains/lu/08903\\_euraxess\\_brochure\\_web.pdf](https://www.euraxess.lu/sites/default/files/domains/lu/08903_euraxess_brochure_web.pdf)

