


INSTITUTE OF PSYCHOLOGY OF THE POLISH ACADEMY OF SCIENCES

**Instructions for persons conducting the recruitment procedure
Policy of attracting under-represented groups**

1. The following rules should be taken into account in the recruitment process:
 - a. Avoid gender-stereotyped words.
 - b. List only the basic requirements that are really necessary.
 - c. If possible, highlight potential benefits such as flexible working hours, parental leaves.
 - d. If the position requires a certain academic degree, avoid additional requirements, e.g. for specific universities that grant the degree.
 - e. Avoid the native language requirements of applicants. Rather, they should be fluent in the required language.
 - f. Avoid jargon and unnecessarily complex language.
 - g. Make it clear that we value diversity and inclusion.
2. Consult a trained administration employee on the content of the recruitment advertisement.
3. Ensure maximum inclusiveness of the content of the advertisement and the selection process: the requirements and the candidate evaluation process should be based solely on merit-based criteria related to the skills and competencies of potential candidates.
4. At the interview stage, take care of the required facilities. This applies not only to people with disabilities. You can easily do this by asking if they require facilities to make the interview process accessible.
5. Place recruitment ads on many different websites. Do not limit yourself to the website psych.pan.pl and the websites of NCN, NCBIR or EURAXESS.

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