

DECISION N° 14/2012 OF THE PRINCIPAL

of 28 February 2012

laying down a procedure for the use of reserve lists

THE PRINCIPAL,

Having regard to the Convention establishing a European University Institute, in particular Article 7, paragraph 1;

Having regard to the Staff Regulations for Permanent Staff, adopted by the High Council on 10 December 2004, in particular Article 28 and Annex III;

Having regard to President's decision n° 14/08 of 4 June 2008 laying down a procedure for the use of reserve lists,

Whereas the EUI intends to launch new competitions aimed at the establishment of reserve lists for the recruitment of administrative staff,

Whereas it is deemed appropriate to amend the procedure for the use of reserve lists so as to facilitate the recruitment of the candidates most suited to the specific needs of the recruiting units,

DECIDES:

Article 1

The Principal, acting upon a proposal from the Selection Board, shall establish a reserve list based on a priority ranking, according to the criteria laid down in the vacancy notice. The reserve list shall then be published on the EUI Web site.

Article 2

Whenever a vacancy arises, a notice validated by the Principal shall be published on the EUI Web site. The notice shall specify the unit in which the vacancy is to be filled.

Article 3

The Head of the recruiting administrative or academic unit, in consultation with other interested parties, if necessary, and with a representative of the Personnel Service, shall select one or more candidates placed on the reserve list and invite them for an in-person, phone or video interview to assess their suitability for that specific post. A member of the Staff Committee of the Institute shall also take part in the interview(s).

Prior to the final selection, justifications on the modalities to select a specific candidate or group of candidates for the interviews shall be made available to the Staff Committee which may, if appropriate, submit its observations to the Personnel Service.

Candidates who decline the invitation to the interview shall remain on the reserve list unless they explicitly request that their names be removed from it.

Article 4

The Head of the recruiting unit shall submit a proposal to the Principal, indicating the preferred candidate for appointment, and, if appropriate, also reporting the opinion delivered by the Staff Committee member

The Principal shall approve the proposal, or reject it. In appointing candidates, the Principal shall take into consideration the interest of the service only, in the light of the job description of the specific position to be filled.

Once the proposal has been approved, the reserve list published on the EUI Web site shall be updated accordingly.

Article 5

The present decision shall apply to reserve lists established from the date of its entry into force. Lists established prior to that date shall remain subject to the procedure set out in President's decision 4/08 of 4 June 2008.

This decision shall enter into force on 1 March 2012

Florence, 28 February 2012

The Principal

(signed)
Josep Borrell