Translated by Deepl
With discussions about and/or explanation of this policy the Dutch version is leading.

Recruitment & Selection Policy Wageningen University & Research

General principles Recruitment and Selection policy. (In Dutch; Werving and Selectie (W&S) beleid

a) Within the divisions of WUR, based on the established current Strategic (multi-year) Personnel Plans (SPP), the established budgets of the management boards, relevant provisions in the relevant collective bargaining agreements and procuration agreements, etc., W&S policy is actively given form and substance;

b) The extension of an employment/employment contract for a fixed term, the conversion of an appointment/employment contract from fixed term to indefinite term and the release of a vacancy are, subject to the relevant mandate/power of attorney, the responsibility of the management of a KE or another comparable organizational unit within WUR (such as the Facilities Department, Wageningen Marine Research, RIKILT, Concernstaf+, etc.).

c) If parts of WUR fall behind in achieving the agreed budget or SPP, the Executive Board (BoD) may revoke the authority granted to release vacancies. The Finance &Control and Human Resources departments should monitor this realization;

d) WUR, in accordance with the Wageningen Research (WR) Collective Bargaining Agreement (CAO) and the CAO NU, uses the code for recruitment and selection drawn up by the NVP (Dutch Association for Personnel Management and Organizational Development) and makes this known to internal and external applicants.

e) The employer is responsible for placement of an internal candidate and has to take into account the "priority position" the candidate has. The possible "priority positions" are listed in more detail in the "Procedure for placing candidates". If there are several suitable candidates in the "highest" priority position for a vacancy, the most suitable candidate will be placed.
Here it is important that, against the background of the job profile, knowledge, skills and attitude (attitude) and work experience and potential relevant to the position are considered.

f) HR ensures compliance with the correct placement order for candidates.

Procedure for placement of candidates

0 phase

Within the established SPPs and budgets, the extension of an employment/employment contract, the conversion of a fixed-term employment/employment contract into an indefinite employment/employment contract, and the reallocation of positions within the unit is a responsibility of the management of a KE or other organizational unit within WUR. In this phase, the so-called 0 phase, there is no vacancy yet for which the placement order below applies.

Vacancy

A vacancy exists if a placement can be offered for six months or longer. When a vacancy occurs, the following priority rules apply for hiring "candidates":

a. Employees who are long-term disabled and cannot return to their own positions.
b. Employees who are re-employment candidates (HPK) as a result of a reorganization within the meaning of chapter 9 of the CAO NU or chapter 10 of the CAO WR and have also been designated as such by letter ***or*** employees with a notice of dismissal from the employer (other than the expiration of a temporary employment contract) and for whom the employer has a (legal) obligation of effort to re-employ.
c. Employees participating in a "from work to work trajectory" (WnW) within the meaning of Chapter 6 Paragraph 3 of the Collective Labor Agreement (CAO WR).
d. Candidates who fall under the Participation Act/Wet arbeidsafspraak en quotum arbeidsbeperkten.
e. Other internal employees
f. Ex employees with benefits under the Sickness Benefits Act (ZW), the Work and Income according to Labour Capacity Act (WIA) or under the Unemployment Act (WW) or a Supplementary Unemployment Benefit (BW).
g. Other external candidates

Further explanation per category

Category a: Disabled employees

Employees who are incapacitated for work, i.e. incapacitated for work in relation to their own job, are suitable for the job/work if, in the opinion of the employer, the employee has the required knowledge, skills and attitude and has work experience and potential that is relevant to the job or if, in the opinion of the employer, the employee can be retrained or retrained within a reasonable period (12 months) and this job/work can reasonably be assigned to him because of his personal circumstances.

Note that in the case of incapacitated employees, the concept of appropriateness plays a special role. The job must be made suitable if necessary. It is important to involve an independent employment expert and/or UWV expert opinion when investigating the (im)possibilities for this.
If there are several suitable employees in this category for a vacancy, then the most suitable employee can be placed. Rejection of an incapacitated candidate must be well justified, including elements such as knowledge, skills, attitude and suitability. This in connection with the motivation to the UWV after 2 years of illness. See also the above comments on the expert opinion.

Category b: Reassignment candidates (HPKn)

Reassignment candidates (HPKn) are employees who have been deemed surplus to requirements as a result of a reorganization. Reorganization here means a reorganization pursuant to chapter 10 CAO WR or chapter 9 CAO NU. In order to qualify for this priority position, the employee must have a letter in which he is designated as HPK as referred to in the relevant CAO and on that basis has a priority position under the S&S procedure. In the event of a positive recommendation from the HR advisor or other case manager (the person supervising the HPK), the HPK must respond to the vacancy in any case within 3 days of this recommendation. A positive advice is given if, according to the case manager, the candidate appears to meet or can be expected to meet the required knowledge and skills within 12 months. The employee will be invited for an interview by the vacancy manager. Of course, in the event of a negative recommendation, the employee in question is also free to respond. However, an invitation for an interview is then not always a matter of course.
If the receiving party considers the candidate suitable, the candidate will be considered for the position. A candidate is suitable for a position if he/she has the required knowledge, skills, attitude, work experience relevant to the position and potential, or can reasonably be expected to meet the requirements within 12 months. The decision to reject a candidate must be made by an authorized person and justified in writing.

Category b: Employee with notice of dismissal by the employer.

These are employees, whose position has been eliminated or where there is a "mismatch" and where the employer has an obligation of effort to reassign the employee. These employees are given priority status under the H&S procedure if they have a letter announcing the date of dismissal and this priority status has been granted.
Again, in the event of a positive recommendation from the case manager/HR advisor, this employee must respond to the vacancy in any case within 3 days of this recommendation. A positive recommendation is given if, in the opinion of the case manager, the candidate appears to meet the required knowledge and skills or can be expected to meet them within 12 months. The employee will be invited for an interview by the vacancy manager. Of course, in the event of a negative recommendation, the employee in question is also free to respond. However, an invitation for an interview is then not always a matter of course.
If the receiving party considers the candidate suitable, the candidate will be considered for the position. A candidate is suitable for a position if he/she has the required knowledge, skills, attitude, work experience relevant to the position and potential, or if it can be reasonably expected that the candidate will meet the requirements within a period of 12 months. The decision to reject a candidate must be made by an authorized person and must always be justified in writing.

Category c: Participant in a "from work to work trajectory" (WnW).

The WnW path supports the employee concerned in improving his labor market position and employability by providing various facilities. The employer starts a WnW trajectory if this is necessary due to business economic circumstances (long-term or otherwise), such as market developments, deteriorating financial situation, structural reduction of work or turnover, etc.

One of the consequences of participation in WnW is that it creates a priority position for the person concerned in a vacant target position compared to other internal applicants. In this context, 'target job' means a target job or jobs as listed in the Plan of Action as possible future job(s) for the person concerned; these are related to the employability track.
Candidates belonging to categories a or b also always take precedence here.

If the employee participating in WnW is made aware of a vacant target position, he/she must in any case respond to that vacancy within 3 days and will be invited for an interview by the vacancy holder. If the receiving party considers the candidate suitable, the candidate will be considered for the position. A candidate is suitable for the position if he/she possesses the required knowledge, skills, attitude, work experience relevant to the position and potential, or can reasonably be expected to meet the requirements within 12 months but no longer than the remaining WnW period. The decision to reject a candidate must be made by an authorized person and must always be substantiated in writing.

In the unlikely event that the WnW trajectory does not lead to placement in a (target) position and a reorganization does eventually take place, on the basis of which the person concerned becomes HPK, the procedure as mentioned above for HPKn (category b) applies in full.

Category d: Candidate under the Participation Act / Employment Agreement and quota system

This target group includes candidates who are in the target group register managed by UWV. The target group of the jobs agreement includes:

- people in the Wajong who can work;
- people with a WSW (Social Security Act) indication;
- people with a WIw job (Wet Inschakeling Werkzoekenden);
- people with an ID job (Entry and Flow-through Jobs Decree);
- people who come under the Participation Act, and whose UWV determines that they cannot earn 100% of the statutory minimum wage.
- people who cannot earn the statutory minimum wage without a facility.

A request is made to the UWV to find out whether a candidate does indeed belong to the target group.

Category e: Other internal candidates

This category includes all employees who are employed by WUR on a temporary or permanent basis and who are looking for another position and do not fall under categories a to c. 'Other internal candidates' also includes temporary employees working for WUR and employees employed by a payroll company. They can indicate in their application that they are working for WUR. Again, any rejection must always be taken by an authorized person and substantiated in writing.

Category f: Former employees with WW, BW, ZW or WIA benefits.

Employees who have been employed by WUR and receive benefits at the expense of WUR as a result should register on our job site. They have priority over other external candidates.

Category g: Other external candidates

If candidates do not fall under one of the above categories, they do not have priority position.

Mention of priority position by applicant

In order to claim a priority position, the applicant must indicate the basis for the priority and in case of category a, b or c, a copy of the letter granting the priority position must be provided.

Procedure

1. Internal candidates from category a or b are notified on a sharepoint (the current HPK site) by the HR department at the start of their priority position Similarly, candidates from category c with respect to target positions.

2. One week before a vacancy is opened further, priority candidates from categories a and b are given the opportunity to respond to the vacancy. Similarly, candidates from category c regarding target positions. The HR advisor and supervisor of this group of employees can also see what vacancies are available and alert the relevant employees accordingly.

3. If the HPK is offered a suitable position as referred to in the CAO of Wageningen Research, Article 10.2.5, or the CAO NU, Article 9.12a, or a WnW worker is offered a target position, there is a duty to accept the position.

   Note
   The term "suitable" according to the Implementing Rules on Dismissal for Economic Reasons (in particular article 9 Reassignment and 10 Reasonable term) differs from the definitions used in the CAO WR and the CAO NU. In assessing any subsequent WW application, the UWV may find that due to the employee's rejection of the job there is no involuntary unemployment and therefore no entitlement to WW benefits.

4. After this week, the vacancy is also visible to the other internal candidates and is simultaneously reported to the so-called regional employers' point (for the purpose of category d).

5. If no suitable candidate is found, the vacancy can be opened to external candidates.

Internal and external recruitment may possibly take place simultaneously, for example if it is not expected that there are suitable candidates with a priority position from categories a to c. In any case, the vacancy will always be announced internally via intranet. If it turns out that there are internal candidates or external candidates belonging to category d (participation act/jobs agreement act), a decision should first be taken on these candidates as far as possible before inviting other external candidates for an interview at . In any case, with regard to suitable candidates belonging to one of the categories a to f, the order of placement will be followed in accordance with the H&S procedure.

Objection and complaint procedure

Any rejection of a candidate with WU employment is a decision within the meaning of the General Administrative Law Act to which an objection is open and must therefore be taken by a person mandated to do so. The objection clause is stated in the rejection.
If an internal candidate is employed by WR, he/she may file a complaint against a rejection under Wageningen Research's Complaints Procedure.

All complaints and objections may be submitted through the manager recruitment via recruitment@wur.nl

Placement schedule candidates

0 phase

Creation of vacancy (6 months or longer)

Upon placement of suitable candidates, the following placement order will apply:

a. - Long-term sick/disabled employees (who cannot return to their own position)

b. - HPKn
- Candidates with a notice of dismissal by the employer (other than the expiration of temporary employment) for whom the employer has a legal effort obligation to reemploy

c. - Candidates participating in a "from work to work trajectory" with respect to target positions.

d. - Candidates who belong to the target group of the Participation Act and the Jobs Agreement and quota labor limitation

e. - Other internal candidates (permanent or temporary employment) including temporary workers and employees employed by a temporary or payroll organization

f. - Former employees with ZW/WIA and WW/BW benefits

g. - Other external candidates