INTERNAL DIRECTIVE - 05 (version 7.2024)

(ID-05)

OPEN RECRUITMENT POLICY

0. Definitions and Abbreviations

ETTU	European Table Tennis Union
EB	Executive Board
SG	ETTU Secretary General
DSG	ETTU Deputy Secretary General
ST	ETTU Staff members (including employees and service providers).

The objective of the Open Recruitment Policy is to ensure a transparent, fair, and inclusive recruitment process in the ETTU. This policy aims to attract a diverse pool of candidates and select the most qualified individuals based on merit, free from biases related to ethnic origin, gender, religion or belief, sexual orientation, gender reassignment, age, socio-economic status, pregnancy or maternity status, marital status or civil partnership, disability, or any other characteristic.

1.1. All ETTU members involved in recruitment must adhere to the principle of equal opportunity, ensuring that all candidates are treated fairly and impartially.
1.2. The recruitment process shall be transparent, with clear criteria for selection and decision-making communicated to all applicants.
1.3. Candidates will be selected based on their qualifications, experience, and ability to perform the duties of the role. Personal characteristics or affiliations unrelated to job performance shall not influence the selection process.
1.4. The confidentiality of all applicants must be maintained throughout the recruitment process. Information about applicants will only be shared with individuals directly involved in the selection process.

2. Recruitment Process

2.1. All job vacancies will be publicly posted on the ETTU website and other relevant platforms to reach a broad audience. The job posting shall include a clear job description, required qualifications, and the application process.
2.2. Shortlisted candidates will be invited for interviews. The interview process will be structured to ensure consistency and fairness, with a standard set of questions for all candidates.
2.3. The selection panel, consisting of at least 2 EB members and at least 1 General Secretariat member (SG or DSG), will evaluate candidates based on their performance during the interview and their qualifications. The final decision will be made collectively, ensuring that no single individual's bias influences the outcome.
2.4. All candidates will be informed of the outcome of their application. Feedback will be provided upon request to unsuccessful candidates.

3. Documentation and Record Keeping

3.1. All documentation related to the recruitment process, including job postings, applications, interview notes, and selection decisions, must be securely stored and may be maintained for a period of time. This ensures accountability and allows for any necessary reviews of the recruitment process. Not retained candidates may, however request in writing to the General Secretariat to have their personal data erased (EU GDPR Art. 17 right to be forgotten).

This policy will be implemented by the ETTU Executive Board and reviewed periodically to ensure its effectiveness and alignment with best recruitment practices.

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