

# EPFL standard recruitment process

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### Acronyms

- HRM: human resources manager
- HRG: human resources generalist
- HRA: human resources assistant

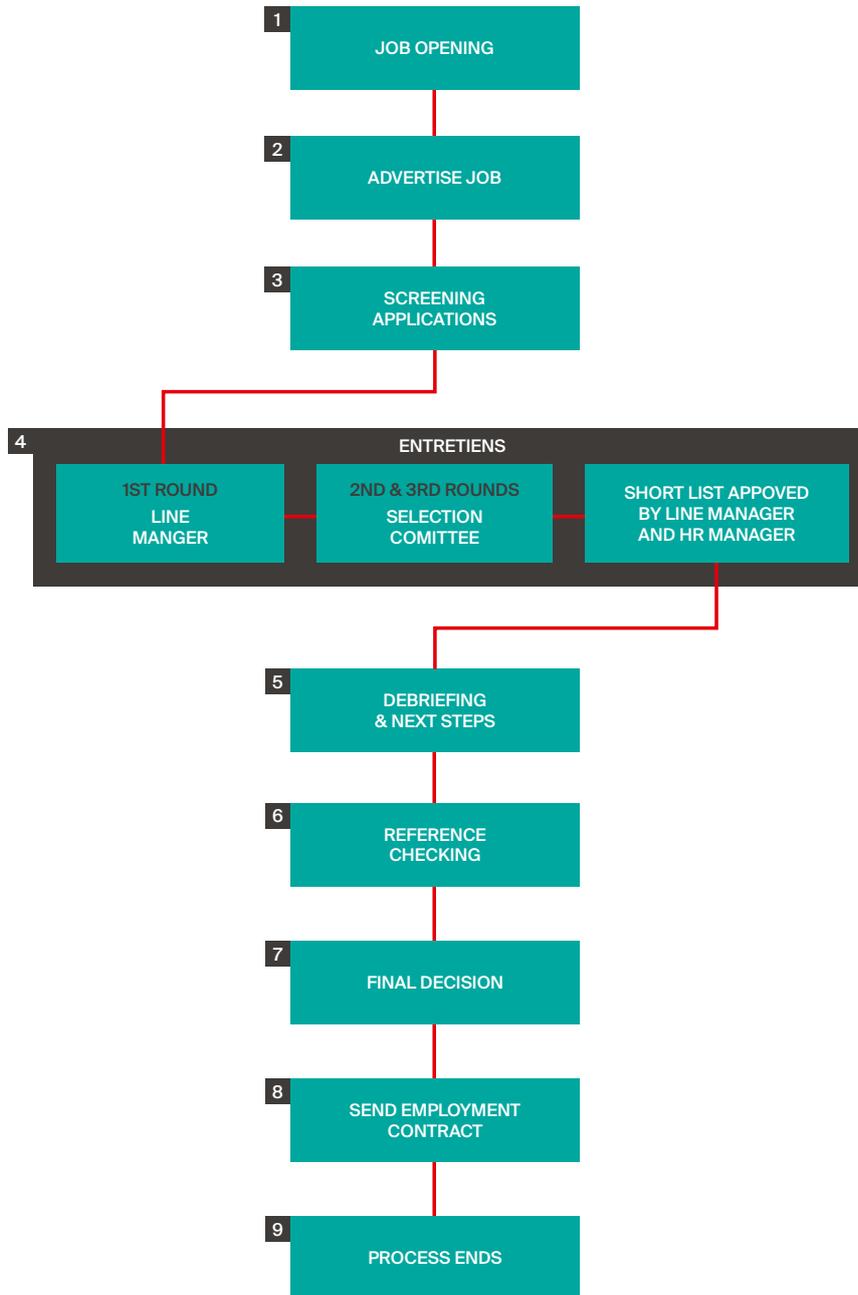
1. **Introduction**

Human Resources, in collaboration with the Line Managers, has defined a standard Recruitment Process for employees subject to the salary system of the EPF Domain and administrative and technical employees with fixed-term contracts. This includes scientific, administrative, technical, information system and management positions (around 2,500 positions). This process is not designed for Professors, PhD students, postdocs and apprentices.

The outlined process and tools, based on best practices, constitute the minimum standard required to support an effective recruitment process.

<b>Goals</b>	The goals of the standard recruitment process are to: <ul style="list-style-type: none"> <li>■ Define the HR service level</li> <li>■ Select the right candidates</li> <li>■ Optimise the quality of the process and recruitment time</li> </ul>
<b>Scope</b>	This process applies to employees who are subject to the salary system of the EPF Domain and administrative and technical employees with fixed-term contracts.
<b>Tools mandatory M or optional O</b>	<ul style="list-style-type: none"> <li>■ Template for writing an advertisement – <b>M</b></li> <li>■ Job description – <b>M</b></li> <li>■ Interview guidelines – <b>O</b></li> <li>■ Retroplanning template – <b>M</b></li> <li>■ e-learning recruitment training (four modules) – <b>O</b></li> <li>■ Evaluation matrix – <b>O</b></li> <li>■ Phone reference check – <b>O</b></li> <li>■ Explanatory note on criminal record check – <b>M</b></li> <li>■ Salary proposal – <b>O</b></li> <li>■ Benefits overview – <b>O</b></li> <li>■ Hiring proposal – <b>M</b></li> <li>■ Language Centre – <b>O</b></li> </ul>
<b>Metric(s)</b>	Recruitment lead time: from publication of advertisement to offer acceptance. Goal: 10 weeks
<b>Date of implementation</b>	01.10.2019. Amended version applicable as of January 2023.
<b>Review cycle</b>	HR will review this process once a year to capture best practices and incorporate lessons learned.

2. Process overview



3. **EPFL standard operating procedure (SOP)**

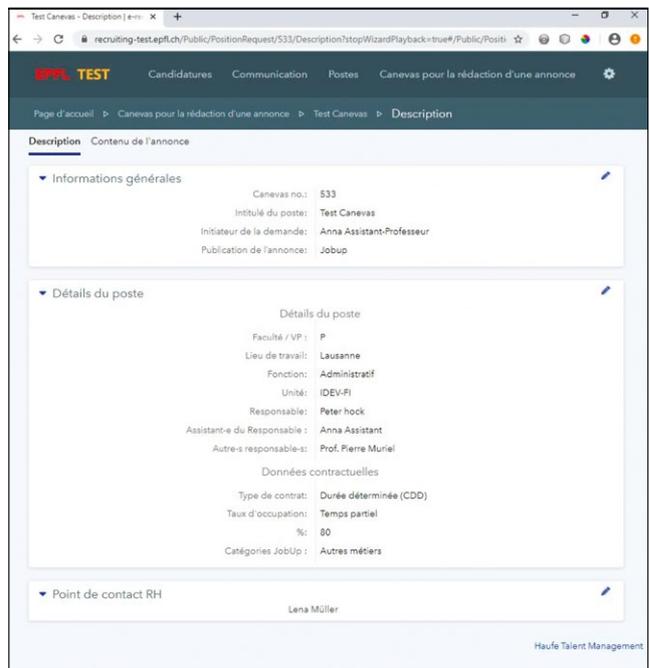
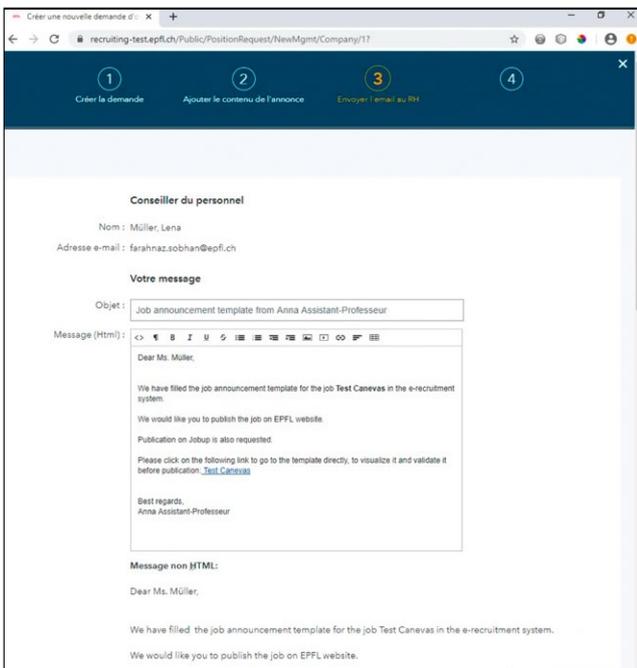
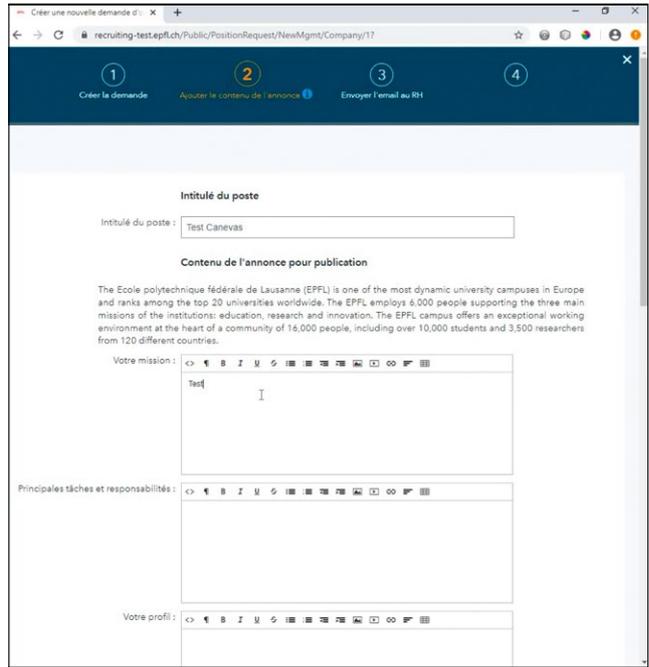
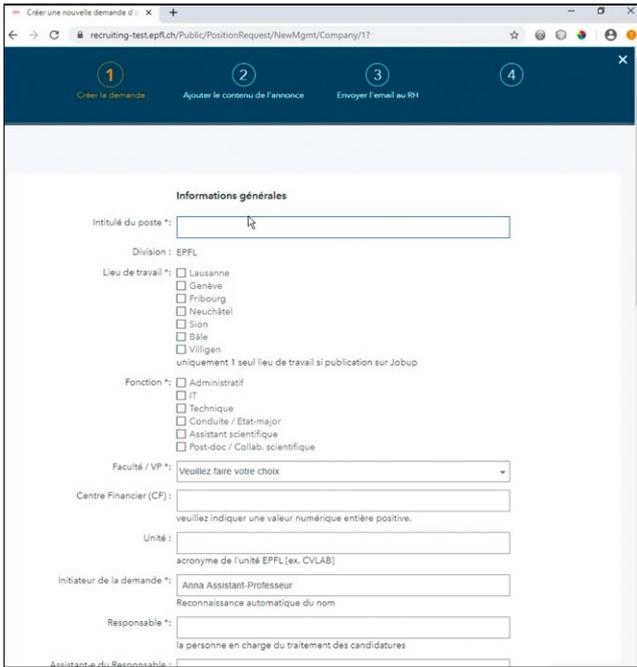
Step	Who / person responsible	How	Mandatory <b>M</b> or optional <b>O</b> documents
<b>1</b> Job opening	Line manager or Professor	<ul style="list-style-type: none"> <li>Line manager fills in the template for writing an advertisement: work location, type of function, hiring manager, other recruiters (selection committee), type of contract, activity rate, financing of position, job board (EPFL / jobup). The line manager can create a list of questions to facilitate shortlisting (optional).</li> <li>Appoint the selection committee including HR and a maximum of three to five people relevant for the job opening. The selection committee is responsible for selecting the best application for the job opening.</li> </ul>	Template for writing an advertisement - <b>M</b>  Job description - <b>M</b>
	HRM / HRG	<ul style="list-style-type: none"> <li>Review and validate job description.</li> <li>Define grading in application of the salary system of the EPF Domain or other directive and include it in the job description.</li> <li>Review and approve the “template for writing an advertisement” for publication via Umantis tool. Specify, if applicable, whether a criminal record will be requested.</li> <li>For very specific positions, external agencies / headhunters can be mandated (see list of validated suppliers). Costs borne by unit.</li> </ul>	
<b>2</b> Advertise job	HRM / HRG and HRA	<ul style="list-style-type: none"> <li>Advertise position on selected job boards.</li> <li>Check <u>ORP</u> obligation to exclusively advertise position for five working days before any other publications.</li> <li>Minimum publication of three days to comply with obligation to advertise jobs, except for positions of a limited duration of one year maximum, and except for internal mobility and/or internal promotion.</li> <li>Publish on EPFL website and, if required, on Jobup (10–15 day renewal upon request).</li> </ul>	Template for writing an advertisement - <b>M</b>
<b>3</b> Screening applications	Line manager for central services	<ul style="list-style-type: none"> <li>Screen, compare and rate the applications in relation to the job description, skills and experience.</li> <li>Identify preselected candidates for interviews, and reject others (using Umantis rating if applicable).</li> </ul>	Job description - <b>M</b>
	Professor or HRM / HRG for school(s)	<ul style="list-style-type: none"> <li>If in place, the Selection Committee approves preselected applications for interviews.</li> <li>Priority to Swiss residents versus non-residents and “border workers”.</li> <li>Promote gender equality.</li> <li>Promote internal mobility.</li> </ul>	

Step	Who / person responsible	How	Mandatory <b>M</b> or optional <b>O</b> documents
<b>4</b> Interviewing	Line manager or Selection committee	<ul style="list-style-type: none"> <li>■ First round of interviews can be done remotely (phone, video, Zoom) to reduce the number of face-to-face interviews.</li> <li>■ Face-to-face interviews of shortlisted candidates (may include tests covering technical, language (via <a href="#">Language Centre</a>), IT or other skills). For managerial positions, assess the candidate's management competencies</li> <li>■ Questions related to the private sphere of a candidate are not allowed.</li> <li>■ A minimum of two rounds of interviews with members of the selection committee and a maximum of two people per interview recommended.</li> <li>■ The shortlist of candidates is approved by HR and line manager.</li> <li>■ HR can organise an assessment with an external provider for very specific positions. Costs borne by unit.</li> </ul>	<p>Interview Guidelines - <b>O</b></p> <p>e-learning recruitment training - <b>O</b></p>
<b>5</b> Debriefing and next steps	Selection committee	<ul style="list-style-type: none"> <li>■ Internal debriefing with the selection committee and decision regarding selected candidate and agreement concerning next steps.</li> <li>■ Internal discussion for potential decision to send negative answers to some candidates.</li> <li>■ The next step may include a "job observation session" (max. half day) in the unit concerned.</li> </ul>	Evaluation matrix - <b>O</b>
<b>6</b> Reference checking	HRM / HRG or Line manager	<ul style="list-style-type: none"> <li>■ Ask the candidate to provide two or three contact names and telephone numbers for reference checking.</li> <li>■ Organise reference checking.</li> </ul>	Telephone reference check - <b>O</b>
<b>7</b> Final decision	Line manager and HRM / HRG	<ul style="list-style-type: none"> <li>■ Debrief and reach final decision regarding the selected candidate.</li> <li>■ HR defines salary based on the salary system of the EPF Domain or other salary grids and reaches agreement with the line manager regarding job offer, comprising salary and any specific requests from the candidate.</li> <li>■ The line manager or HR submits salary proposal.</li> <li>■ In case of acceptance, line manager submits hiring proposal and job description to HR.</li> </ul>	<p>Salary proposal - <b>O</b></p> <p>Benefits overview - <b>O</b></p> <p>Hiring proposal - <b>M</b></p> <p>Job description - <b>M</b></p>
<b>8</b> Send employment contract	HRM / HRG or HRA	<ul style="list-style-type: none"> <li>■ Indicate date of acceptance of job offer in Umantis tool in order to calculate KPI on a monthly basis (recruitment time between job advertisement publication date and job offer acceptance date.</li> <li>■ Prepare and send contract, signed by HR, to selected candidate.</li> </ul>	
<b>9</b> End of process	Admin assistant and Line manager	<p>After obtaining the signature of the selected candidate:</p> <ul style="list-style-type: none"> <li>■ Negative answers sent to remaining candidates.</li> <li>■ Instruction to close position and remove postings.</li> </ul>	

4. Documentation

4.1 Template for writing an advertisement – M

Visit the dedicated page (with resources and link to the cockpit)



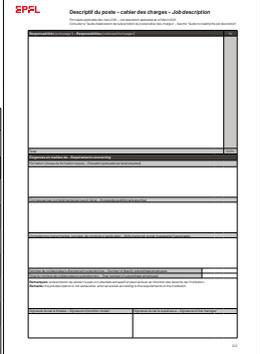
4.2 Job description (FR/EN) – M

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### Descriptif du poste – cahier des charges – Job description (\*)

Formulaire applicable dès mars 2021 – Job description applicable as of March 2021.  
Consulter le "Guide d'élaboration de la description de poste/cahier des charges" – See the "Guide to creating the job description".



Établi le – Created on		par – By	
Nom, prénom – Family name, first name			
Date de naissance – Date of birth		Date d'entrée – Starting date	
Code fonction – Function code		Échelon fonctionnel (EF) – Functional grade (FG)	
À partir du – As from		Secteur, unité d'organisation – Sector, organisational unit	
Type de contrat – Type of contract		Taux d'activité (%) – Activity level (%)	
Descriptif du poste changé – Job description modified			
Si OUI, date effective du changement – If YES, date modification came into effect			
Fonction interne du responsable hiérarchique – Internal function of line manager			
Nom du supérieur hiérarchique – Name of line manager			
Intitulé du poste (fonction interne) – Job title (internal function)			
Objectif général du poste (mission – raison d'être du poste) – General objective of position (purpose of position)			
Responsabilités (synthétiser les tâches principales et secondaires) – Responsibilities (summarise primary and secondary tasks)			%

Suite en page 2 – Continued on page 2

1/2

4.3 Proposed interview guidelines – 0

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## Proposed interview guidelines

Stages	Aims	Particular points
<b>1. Welcome</b>  (duration: 5 min)	Welcome and introduction	<ul style="list-style-type: none"> <li>■ Welcome, thanks</li> <li>■ Presentation of persons present and their functions</li> <li>■ Explain interview procedure and its anticipated duration</li> </ul>
<b>2. Interview</b>  (duration: 40 min)	Try to determine the candidate's personality and competencies: <ul style="list-style-type: none"> <li>■ professional and technical (know-how)</li> <li>■ personal and social (interpersonal skills)</li> <li>■ managerial (if applicable)</li> </ul>	Ask open questions and gather concrete examples of previous achievements demonstrating the competencies required for the position. Essential questions (non-exhaustive): <ul style="list-style-type: none"> <li>■ Presentation of career and experience that you consider relevant for the position?</li> <li>■ What is your understanding of the position?</li> <li>■ What motivates you about the position?</li> <li>■ How will the job allow you to develop?</li> <li>■ What professional experience or project are you most proud of and how did you achieve this result?</li> <li>■ What professional experience or project caused you the most difficulty and how did you deal with it?</li> <li>■ Could you describe your management style? (if applicable)</li> <li>■ Could you tell us about a time you've dealt with a complex managerial situation?</li> <li>■ What are your medium- and long-term professional objectives?</li> <li>■ What are your main strong points and areas for improvement?</li> <li>■ What are your most important values in life?</li> <li>■ What experience do you have of conflict management?</li> <li>■ Why do you wish to leave your current position?</li> <li>■ Do you have any questions for us at this stage?</li> </ul>
<b>3. Position</b>  (duration: 10 min)	Presentation of position	<ul style="list-style-type: none"> <li>■ Position description</li> <li>■ Team organisation, etc.</li> <li>■ Location and work environment</li> <li>■ Applicable status (NSS or not)</li> <li>■ Questions from candidate regarding the position</li> </ul>
<b>4. Conclusion and next stages</b>  (duration: 5 min)	Check date as from when they would be available and candidate's contractual expectations	<ul style="list-style-type: none"> <li>■ Date available?</li> <li>■ Salary expectation?</li> </ul>
	Ask for list of reference persons	<ul style="list-style-type: none"> <li>■ Names of persons (references) who can be contacted for information</li> </ul>
	Inform them regarding the next steps of the process	<ul style="list-style-type: none"> <li>■ Inform them regarding next steps</li> <li>■ Tell them when they can expect a reply</li> <li>■ Thanks and conclusion</li> </ul>

4.4 Retroplanning template - 0

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Poste <span style="float: right;">XXXX</span>						
<b>1er tour d'entretiens</b>						
	date	date	date		En présentiel / salle	Via Zoom
Candidat·e 1						
Candidat·e 2						
Candidat·e 3						
Candidat·e 4						
Candidat·e 5						
Debrief 1er tour						
<b>2ème tour d'entretiens</b>						
	date	date	date		Lien Zoom	
Candidat·e 1						
Candidat·e 2						
Candidat·e 3						
Debrief 2ème tour						
<b>3ème tour d'entretiens</b>						
	date	date		Qui		
Candidat·e 1						
Candidat·e 2						
Feedback par email						

Recrutement Poste XXX (80-100%)		Janvier				Février				Mars				Avril			
Quoi	Qui	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Publication offre	RRH ou ARH																
Revue dossiers 1ère sélection	Responsable hiérarchique																
Choix dossiers 1ère tour	Responsable hiérarchique																
Envoi invitations candidat·es 1er tour	TBD																
Entretiens 1er tour (max. 5 candidat·es)	Responsable hiérarchique																
<b>Debrief 1er tour</b>	Responsable hiérarchique																
Envoi invitations 2ème tour	TBD																
Retour aux candidat·e.s non retenu·e.s	Assistant·e admin																
Entretiens 2ème tour (max. 3 candidat·es)	Comité de sélection																
<b>Debrief 2ème tour</b>	Comité de sélection																
Envoi invitation 3ème tour	Assistant·e admin																
Retour aux candidat·es non retenu·es	Assistant·e admin																
Entretiens 3ème tour (max 2 candidat·es)	RRH																
<b>Feedback 3ème tour</b>	RH et responsable																
Prise de références	RH ou responsable																
Offre au·à la candidat·e retenu·e	RH ou responsable																
<b>Confirmation candidat·e retenu·e</b>	Candidat																
Retour aux candidat·e.s non retenu·e.s	ARH ou Assistant·e admin																

Vacances	Date de début des vacances	Date de fin des vacances
ARH		
RRH / GRH		
Responsable Hiérarchique		
Assistant·e admin		
Membre du Comité de sélection (1)		
Membre du Comité de sélection (1)		
Membre du Comité de sélection (1)		

## 4.5 E-learning recruitment training – O

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## E-learning recruitment training

There are four e-learning modules offered within the Personnel Training Service (SFP) in the area of skills “to succeed recruitments” (3 hours 30 minutes for the four modules).

### 1. Ensure a structured recruitment process

- [How should recruiters approach interviews?](#)
- [Conducting a recruitment interview with an experienced executive](#)
- [Preparing to recruit an experienced executive](#)
- [Deciding between experienced candidates when recruiting](#)

### 2. Master the recruitment process

- [There are no short cuts in a good hiring process](#)
- [Concluding a recruitment interview](#)
- [Always hire for attitude](#)
- [Cultural fit is the key](#)
- [Recruit 'adults'](#)

### 3. Competency-based interviews

- [The future of performance appraisals](#)
- [Use empathy to make your performance review a success](#)
- [How to conduct performance reviews?](#)
- [Getting team members to express during appraisal meetings](#)
- [Preparing the wording of a request](#)

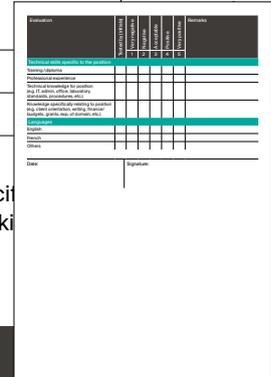
### 4. Question and reformulation techniques

- [Don't tell, ask](#)
- [Asking questions](#)
- [Rephrasing](#)
- [Preparing the wording for giving feedback](#)
- [Preparing the wording of a request](#)

4.6 Evaluation matrix – feedback form following interview – 

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Date: \_\_\_\_\_ Candidate: \_\_\_\_\_  
 Position: \_\_\_\_\_ Interviewer: \_\_\_\_\_  
 School/VP/Centrer: \_\_\_\_\_ Unit: \_\_\_\_\_



This application feedback form has been created to help you evaluate the candidate for a specific position. Do not hesitate to adapt this form according to the position and competencies and skills required.

**This form cannot be saved for data protection reasons.**

Evaluation	Tested by (initials)	Very negative	Negative	Acceptable	Positive	Very positive	Remarks
		1	2	3	4	5	
<b>General</b>							
Motivation for position							
Motivation for EPFL							
Understanding of position offered							
Understanding of academic world							
Self-confidence							
Energy / dynamism							
Flexibility (if applicable)							
Organisational skills							
Adaptability							
Creativity							
Initiative							
Ability to work independently							
Sense of responsibility							
Ability to work under stress							
Ability to work in a team							
<b>Management – mandatory if managerial position</b>							
Ability to set and assess objectives							
Leadership / management							
Coaching							
Ability to give constructive feedback							
Ability to delegate							
Development potential							
<b>Project management (if applicable)</b>							
Project management skills							
Ability to solve problems							
Entrepreneurial spirit							
Communication skills							
Analytic and reporting skills							

4.7

Proposed phone reference check template – 0

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# Phone reference check template

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Subjects dealt with	Responses, particular points
<p><b>I. Introduction</b></p> <ul style="list-style-type: none"> <li>■ Name and function of reference person</li> <li>■ Presentation and reason for call</li> <li>■ Name of candidate and position occupied</li> <li>■ Vacant position applied for</li> <li>■ What type of interactions/ hierarchical link did the candidate have with the reference person?</li> <li>■ How long did you work with this person?</li> </ul>	
<p><b>II. Assessments in position occupied</b></p> <p>Candidate's professional competencies:</p> <ul style="list-style-type: none"> <li>■ What did their work consist of?</li> <li>■ What were their responsibilities?</li> <li>■ What were they most/least successful at?</li> <li>■ Main achievements?</li> </ul> <p>Candidate's personality:</p> <ul style="list-style-type: none"> <li>■ How would you describe the candidate's personality?</li> <li>■ What are their main qualities and areas for improvement?</li> <li>■ With what type of personality would they get on with best/least in their work relationships?</li> <li>■ Were they involved in conflicts?</li> <li>■ If so, how did they manage them?</li> <li>■ Would you employ them again?</li> </ul>	
<p><b>III. New position</b></p> <ul style="list-style-type: none"> <li>■ Presentation of vacant position (responsibilities, compatibility with candidate's profile, etc.)</li> <li>■ How do you see them in the position offered?</li> <li>■ In what areas might they encounter difficulties?</li> <li>■ Do you have any other information to share?</li> </ul>	
<p><b>IV. Conclusion and thanks</b></p> <ul style="list-style-type: none"> <li>■ Thank you for your help</li> </ul>	

4.8 Explanatory note on criminal record check – M

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# Criminal record check

## 1. Scope

As per the recommendations of audit R1808 Internal Control System (SCI) and for all internal and external recruitment, HR carries out a criminal record check for certain positions within EPFL. This check is carried out when a new position is taken up, or in the event of an internal transfer (i.e. no subsequent check during the employee's career).

The following positions are included:

- EPFL – roles with a functional grade ≥12 for non-scientific positions.
- EPFL VPF – accounts payable.
- EPFL VPO–RH – payroll managers.
- EPFL VPO–A (Purchasing) – all functions.
- EPFL VPO–SE - physical security functions.
- EPFL VPO–SI - IT security functions.

In addition to this list, HR managers and hiring managers may decide to apply the criminal record check rule to any recruitment for an exposed position due to specifications of the role.

In the event of change to the above list, no retroactive request will be made to newly affected employees.

## 2. Implementation

For all new contracts falling within the above scope, including internal transfers:

- HR managers ensure that this verification is mentioned in the advertisement (e.g., an extract from the criminal record will be requested when the offer of employment is made).
- When sending the offer to the final candidate, HR managers indicate that the offer is subject to the obtention of the criminal record extract containing no indication conflicting with the specifications of the position to be filled. The criminal record extract needs to be recent (less than three months old).
- Exceptionally, if the documents have not been obtained in the above stages, the criminal record extract will be requested at the latest when the employment contract is sent, in the letter accompanying the employment contract. A clause is then also added «the contract is subject to the obtention of the criminal record extract containing no indication conflicting with the specifications of the position to be filled».
- For candidates living abroad, equivalent documents are required. A declaration of honor may be requested if no equivalent document exists.
- HR assistants are responsible for monitoring files and filing documents received in SAP e-dossier (C7 – Legal – folder not shared with the line).
- Should any indications appear on official documents, HR assistants will inform their HR manager, who will analyze the situation and decide on the case with the unit manager and the vice-president of this unit.

**3. Measures**  
Should financial or legal considerations conflict with the interests of the EPFL and the position to be filled, the EPFL reserves the right to review the validity of the contract, up to and including termination of the contract before the employee starts work, or during the probationary period.

**4. Final provisions**  
This internal HR rule takes effect on 01/04/2018. Revision on 01/09/2022.

Name of document	Criminal Record Check
Version	1.3
Doc. Manager	Head of People, Social Processes and HR Operations
Validation/Approval	Central Services Manager HR Legal Counsel
Date	20/03/2022
Revision	01/09/2022

4.9 Salary proposal – 0

EPFL

### Salary proposal (value 2022)

<b>Last name &amp; first name</b>	####	<b>Birthdate</b>	00.01.00
<b>Unit</b>	####	<b>Civil status</b>	0
<b>Position</b>	####	<b>Level</b>	0
		<b>Function code</b>	0
		<b>Age (today)</b>	123

*This salary proposal is provided only for information purposes, it is not contractually binding. All conditions are subject to possible changes in salary conditions decided by the Parliament, Federal Council or any other competent authority.*

Annual gross salary (at 100%; incl. 13th sal) :	<b>A</b>	fr.	-		
Work rate :			0%		
Base salary :		fr.	-	: 13 =	fr. -
<b>Monthly salary</b>	<b>B</b>				fr. -
EPF child allowance : nbr children	0	fr.	-	: 12 =	fr. -
<b>Total gross annual salary (incl. 13th salary)</b>	<b>C</b>	<b>fr.</b>	<b>-</b>		
<b>Monthly gross salary:</b>					<b>fr. -</b>

Coordination :	Fr	25 095,00			
Insured income II = [A - (Coordination*)] x rate :	Fr	-			
<i>* Coordination = 30 % of A, maximum fr. 25'095.--</i>					

<b>Deductions</b>	OASI (5.3 % of B) :	fr.	-		
	AC (1.10 % de B <= Fr. 12'350) :	fr.	-		
	AC + (0.5 % de B > Fr. 12'350) :	fr.	-		
	SUVA (0.4467 % de B, max Fr. 55.15) :	fr.	-		
	PC family (0.06 % de B) :	fr.	-		
	LPP - Publica Plan Standard (0,00% of Insured income / 12) :	fr.	-	fr.	-
<b>Monthly net salary:</b>		<b>env. fr.</b>	<b>-</b>		

The 13th salary net amount corresponds to the monthly gross amount (B) minus deductions (except Publica), i.e. approxii fr. -

EPFL

Salary proposal (value 2022)

Nom et Prénoms	###	Date de naissance	00.01.00
Unité	###	Statut	0
Poste	###	Fonction code	0
		Niveau	0
		Age (aujourd'hui)	123

*Cette proposition de salaire est fournie à titre d'information uniquement. Elle n'est pas contractuellement engageante. Toutes les conditions sont susceptibles de changer en fonction des décisions du Parlement, du Conseil fédéral ou de toute autre autorité compétente.*

Salaire annuel brut (à 100% incl. 13ème salaire) : A fr. -

Taux de travail : 0%

Salaire de base : fr. - : 13 = fr. -

**Salaire mensuel** : B fr. -

Allocation enfant EPF : nbr enfants 0 fr. - : 12 = fr. -

**Salaire annuel brut total (incl. 13ème salaire)** : C fr. -

**Salaire mensuel brut** : fr. -

EPFL

Proposition de salaire (valeur 2022)

Salaire et prestations	Salaire de base	Salaire mensuel	Salaire annuel	Salaire mensuel net	Salaire annuel net

Salaire annuel brut (à 100% incl. 13ème salaire) : A fr. -

Taux de travail : 0%

Salaire de base : fr. - : 13 = fr. -

**Salaire mensuel** : B fr. -

Allocation enfant EPF : nbr enfants 0 fr. - : 12 = fr. -

**Salaire annuel brut total (incl. 13ème salaire)** : C fr. -

**Salaire mensuel brut** : fr. -

**Salaire mensuel net** : env. fr. -

Lausanne, le 14.06.23

4.10 **Benefits overview – O**[Download this document](#)

## Benefits overview for EPFL employees

### Working hours and holidays (for full-time employees)

- 41 hours per week (including legally stipulated breaks).
- 5 weeks' annual holiday (6 weeks up the age of 20 and after the age of 50).

### Salary, social security and pension fund

- EPF salary system in accordance with grids and scales (permanent contract only).
- Cost of living adjustment and recognition of work experience within the framework of EPF salary system (including fixed-term contract).
- Professional accident insurance (paid 100% by EPFL).
- Non-professional accident insurance: one third of premium paid by EPFL (as from eight working hours per week).
- Family allowances with EPFL supplement (scale of occupation min. 50%).
- Pension fund: supra-obligatory pension plans with 64% employer / 36% employee contribution for saving and risk (affiliation if contract > 3 months and 100 % annualised salary > CHF 21,510).
- Loyalty bonuses (length of service: additional holidays and/or salary bonus).

### Training

- Access to Staff Training Service (SFP) catalogue for classroom-based training, hybrid and distance-learning courses.
- External training courses (professional skills, languages, certification) and tailor-made training courses for units.
- French courses for non-French-speaking partners of EPFL staff members (campus).

### Family environment

- Day nurseries on the campus
- UAPE & Polykids School
- Emergency childcare

### Mobility

- Free CFF Half Fare travelcard or 15% annual reduction on purchase of a GA travelcard (employment contract with min. 50% scale of occupation and 12-month min. duration)
- Regional travelcards: 25% subsidy for purchase of a monthly or annual travelcard in the cantons of Vaud, Neuchâtel and Valais (provided that the fare zone of the place of work is included)
- Various advantages on the campus, e.g. Bike Centre, PubliBike and Green Motion
- Annual subscription for Mobility Carsharing at attractive prices
- Substantial discount on car hire with Europcar
- Attractive parking rates on EPFL campus: max. 45.– CHF per month or 400.– per year.

### Sports & culture

- Access to EPFL – UNIL Sports Centre at preferential rate.
- Wide range of on- and off-campus cultural activities with more than 3500 tickets offered each year (theatres, operas, exhibitions, etc.).

### Various discounts and advantages

- Advantageous mortgage conditions.
- Computer hardware and private laptop support.
- Discounts in various shops upon presentation of Camipro card.
- Use of mobile phone provided for professional reasons for private purposes (with employee's financial participation).

4.11

Hiring proposal – M

[Download this document](#)


RH / 20210302

**PROPOSITION D'ENGAGEMENT – personnel payé au mois**  
(à transmettre aux Ressources humaines, qui définiront la fonction et le salaire)

Centre financier      N° de poste e-Recruitment

---

**Fonction**  **Scientifique**

Engagement du : \_\_\_\_\_ au : \_\_\_\_\_

Assistant.e-doctorant.e (salaire de base unique à 100%)

Collaborateur.rice scientifique / Post-doctorant.e

Assistant.e scientifique

**Support**

Engagement du : \_\_\_\_\_ au : \_\_\_\_\_

Administratif  Technique

IT  Conduite (état-major)

Durée indéterminée (CDI)  Durée déterminée (CDD) (période d'essai de 3 mois)

---

**Financement**

- % Dotation n° 3029.012 - % Complément FN n° 6029.040 - % Autres n° \_\_\_\_\_

- % Mandat n° \_\_\_\_\_ - % Post-formation n° \_\_\_\_\_

**Nom et prénom :**

TOUTES LES DONNÉES PERSONNELLES DU/DE LA CANDIDAT.E SONT REMPLIES PAR LUI OU ELLE-MÊME VIA SON DOSSIER PERSONNEL DANS L'OUTIL E-RECRUITMENT. AUCUN DOCUMENT PERSONNEL N'EST À JOINDRE, SAUF LE CAHIER DES CHARGES.

**Taux d'occupation :**  100 %  autre (préciser) : \_\_\_\_\_ %

**Lieu de travail :**  Lausanne  Fribourg  Genève  Neuchâtel  Valais  Villigen  Autre :

**Observations :**

**Timbre de l'unité :**

Lausanne, le \_\_\_\_\_

**Nom et signature du/de la professeur.e ou chef.fe de service :**

\_\_\_\_\_

**Rempli par (nom assistant.e d'unité) :**

\_\_\_\_\_

**Annexe.s :**  Cahier des charges

<b>NE PAS REMPLIR, PARTIE RÉSERVÉE AUX RH</b>		<b>Sciper</b> <input type="text"/>	<b>Matricule</b> <input type="text"/>
<b>Code de fonction / EF</b> <input type="text"/>	<b>Fonction interne</b> <input type="text"/>		
<input type="checkbox"/> A1 - NSS./13	<input type="checkbox"/> exp. utile	<input type="checkbox"/> A4-adm. + techn./13/CDD	<input type="checkbox"/> S1/12 – A2
<input type="checkbox"/> N1 - B1/ass.-doc.	<input type="checkbox"/> N2 – B3/ass.-scient.	<input type="checkbox"/> N3 – A3/post-doc	<input type="checkbox"/> N4 – A3/scient. sen.
<b>Salaire annuel brut :</b> _____		<b>Impôts source</b> <input type="checkbox"/> oui <input type="checkbox"/> non	
Date début doctorant.e FN : _____		Supérieur.e hiérarchique : _____	
<b>Centre financier</b>	<b>Taux %</b>	<b>N° fonds</b>	<b>N° poste</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4.12 **Language Center – O**

Various language tests are organised by the Language Centre.

At the request of the Line Manager or Professor in charge of the recruitment process, the Staff Training Service can, in collaboration with the Language Centre, organise language tests in English and German.

The result gives an indication to the recruiter in the candidate's hiring decision and certifies their level of proficiency in the language (CEFR: Common European Framework of Reference for Languages).

EPFL Language Center

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+41 21 693 22 89

[centredelangues.epfl.ch](http://centredelangues.epfl.ch)

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