Call for applications as of January 16, 2023
Recruitment processes that are sensitive to diversity

Center

Project title

Authors: Name 1, Name 2 …

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Application dated dd/mm/yyyy

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This template is used to compare project applications and carry out fair evaluations during the selection process. For this reason, please do not change the structure of the application, including the lettering/numbering and headings.

You will find further instructions on filling out the sections under each heading as well as key questions that provide orientation in structuring your application. Only respond to the key questions if they apply to the situation at your Center.

You can insert images and diagrams (such as project plans, Gantt charts, etc.). Please also insert the financing plan (see Attachment 2) in this document. Label the illustrations.

Please do not submit more than 25 pages of text in Arial font size 11. The blocks of text with the instructions on completing the application and key questions can be deleted.

# 1. Problem and status quo analysis

1.1 Brief analysis on the status of work in the areas of diversity and inclusion

*[Please provide a brief description below on how the topics of diversity and inclusion are currently addressed at your Center. The area of recruitment processes can initially be omitted here and addressed in the next subsection. Please consider the following subheadings as a suggestion for the internal structuring of this section and address the following questions, if applicable for your Center.]*

Understanding of the terms diversity and inclusion at the Center

*[What is the Center’s understanding of the terms diversity and inclusion?]*

…

Description of the current state of key dimensions of diversity and inclusion at the Center

*[In light of how these terms are understood: What is currently known about the diversity of those working at the Center? Please go into all the available data; at a minimum, the available data on gender distribution, internationality, and severe disabilities should be discussed. You can use the information requested in the Pakt monitoring as the basis for this. Which efforts to monitor and analyze diversity and inclusion measures already exist or are in the planning stage?]*

*…*

Integration of the topics of diversity and inclusion in the Center’s strategy and/or mission

[*How are the topics of diversity and inclusion embedded in the Center’s strategy and/or mis-sion? What is the (strategic) objective on diversity and inclusion at the Center? Are there professional groups and career stages that are the focus of particular efforts?]*

…

Current focus in tackling the topics of diversity and inclusion and stakeholders

*[Which aspects of diversity and inclusion are being addressed as key topics? Using which measures and offers? Which units/involved persons at the Center are currently working on these topics?]*

…

Involvement of upper management levels

*[How are the upper levels of management involved in addressing the topics of diversity and inclusion?]*

*…*

1.2 Taking stock of recruitment that is sensitive to diversity

*[In the following section, please briefly describe the extent to which diversity and inclusion play a role in the recruitment processes currently in place. Again, please consider the following subheadings as a suggestion for the internal structuring of this section and address the respective questions if they apply to your Center.]*

Integration of the topics of HR marketing and recruiting in the Center’s strategy

*[What is the (strategic) objective on (HR) marketing und recruiting at the Center? Is there a communication strategy in place that links the overall goals of the Center with HR marketing and recruiting?]*

Consideration of the topics of diversity and inclusion in HR marketing

*[To what extent are the topics of diversity and inclusion already taken into consideration in personnel marketing (for example, employer branding, events, and networking formats that are sensitive to diversity for specific target groups, auditing and certification, career events and fairs, an accessible website, that embraces diversity, or similar)?]*

…

Consideration of the topics of diversity and inclusion in recruiting

*[To what extent are the topics of diversity and inclusion already taken into consideration in recruiting (for example, calls for applications as well as recruiting processes and procedures that are sensitive to diversity, unconscious bias training for selection committees and managers, strategic talent scouting and active sourcing)?]*

…

1.3 Interim conclusion: Assessment and current core problems with regard to diversity and inclusion at the Center

*[In light of the preceding description of the status quo, please explain the main strengths, but above all also the problems, with regard to the dimensions of diversity and inclusion at your Center. Which aspects do you find particularly problematic that you would like to change in any case (e. g. the under-representation of specific target groups or a describable need for development in a certain process)? Which hypotheses, if any, do you have about the causes and effects? Do you have any suggestions as to which social norms and collective biases are particularly hindering the strengthening of diversity and inclusion?]*

…

Assessment of target group outreach to date

*[Which target groups have already been addressed through the measures mentioned (if al-ready in place)? Which strategically significant target groups have you not been able to reach yet, or not to the desired extent, using the measures mentioned?]*

Neuralgic points

*[At which neuralgic process points do individuals from these target groups drop out of the process, and why?]*

# 2. Strategic objectives of the project

*[Based on the analysis outlined in the previous section, please describe below the strategic goals you have set for the project in the context of the funding initiative. Please address the following questions:*

1. *Which strategic objectives do you derive from the status quo analysis for the project, especially with regard to the target groups that have yet to be sufficiently addressed?*
2. *How can these strategic objectives be operationalized? What specific changes are you striving for and what operational goals do you derive from them?]*

…

3. Measures to achieve objectives and monitor success

*[In the following section, please describe the measures you want to use to achieve your objectives, based on the analysis and your strategic goals. To this end, please describe in detail how you will proceed with the implementation of the measures and define key milestones in a schedule.*

*How do you get feedback on the effectiveness of your measures? What impact indicators should be used to measure the results of the actions taken? (please consider the SMART model for concrete and measurable results!). Can specific quantitative targets be formulated that you are aiming for? Please describe for each impact indicator on which basis you will measure the desired development (personnel data, quantitative surveys, interviews, focus groups, etc.). You can use the table below for this purpose.]*

**Strategic project goal 1: …**

|  |  |
| --- | --- |
| **Measure 1.1** | **[Please enter the short title of the measure here …]** |
| **Description** | * …
* …
* …
* …
* …
 |
| **Milestones** |  |
| **Impact dimension** | **Target parameter/indicator** | **Survey method** |
| **Outputs** Which services/offers in which number until when? | … | … |
| … | … |
| … | … |
| … | … |
| **Outcomes** What effect on the target groups, to what extent and until when? | … | … |
| … | … |
| … | … |
| … | … |
| **Impact, if applicable** Effects beyond the target groups, to what extent and until when? | … | … |

|  |  |
| --- | --- |
| **Measure 1.2** | **[Please enter the short title of the measure here …]** |
| **Description** | * …
* …
* …
* …
* …
 |
| **Milestones** |  |
| **Impact dimension** | **Target parameter/indicator** | **Survey method** |
| **Outputs** Which services/offers in which number until when? | … | … |
| … | … |
| … | … |
| … | … |
| **Outcomes** What effect on the target groups, to what extent and until when? | … | … |
| … | … |
| … | … |
| … | … |
| **Impact, if applicable** Effects beyond the target groups, to what extent and until when? | … | … |

**Strategic project goal 2: …**

*…*

# 4. Project structure

4.1 Project governance and project management

*[Please describe below which involved persons will work together on the project and which roles and tasks they will assume. The HR department, equal opportunities officer, and management of the Center are to be involved at a minimum here. Depending on the project and the Center, additional involved persons may include organizational development, the diversity officer, representatives of employees with disabilities, staff council, etc. Briefly describe the project routines that the mentioned involved persons work on together.]*

…

4.2 Project communication and stakeholder involvement

*[Please provide a brief description of how you will involve relevant stakeholders (for example, staff in general, representatives of the target groups at the Center) in the project and inform them of its progress.]*

…

# 5. Financing plan

*[Please use Attachment 2 to calculate and provide a transparent account of the project expenses. The calculation is to be inserted in this document.]*

…

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| in Euro  | Year 1 | Year 2 | Year 3 | Year 4 | Sum |
| Center contribution | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| Personnel costs  | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| (Pro rata) position 1 |   |   |   |   | 0,00 |
| (Pro rata) position 2 |   |   |   |   | 0,00 |
| (Pro rata) position 3 |   |   |   |   | 0,00 |
| (Pro rata) position 4 |   |   |   |   | 0,00 |
| Non-personnel costs | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| Travel costs |   |   |   |   | 0,00 |
| External services (e. g. consulting, trainers, qualification, job ads, employer branding) |   |   |   |   | 0,00 |
| Investment costs (e. g. software, licenses) |   |   |   |   | 0,00 |
| Event costs |   |   |   |   | 0,00 |
| Material costs |   |   |   |   | 0,00 |
| Other material costs |   |   |   |   | 0,00 |
| Contribution of the Helmholtz Initiative and Networking Fund  | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| Personnel costs | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| (Pro rata) position 1 |   |   |   |   | 0,00 |
| (Pro rata) position 2 |   |   |   |   | 0,00 |
| (Pro rata) position 3 |   |   |   |   | 0,00 |
| (Pro rata) position 4 |   |   |   |   | 0,00 |
| Non-personnel costs | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| Travel costs |   |   |   |   | 0,00 |
| External services (e. g. consulting, trainers, qualification, job ads, employer branding) |   |   |   |   | 0,00 |
| Investment costs (e. g. software, licenses) |   |   |   |   | 0,00 |
| Event costs |   |   |   |   | 0,00 |
| Material costs |   |   |   |   | 0,00 |
| Other material costs |   |   |   |   | 0,00 |
| Total budget | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |

# 6. Schedule

[*Please provide a schedule including milestones and highlight which measures will be implemented in funding phase 1 and which in funding phase 2 respectively.]*

…

# 7. Outlook: Prospects for consolidating the project

*[Please briefly outline how the project successes and measures will be continued at the Center after the funding period has ended.]*

…