

## Dual career support @ ISTA

### Guiding principles for hiring dual career partners at ISTA

As part of its faculty recruiting process, the Institute of Science and Technology Austria (ISTA) offers dual career support to partners of recently appointed (or prospective) professors. As an overarching principle, being a dual career partner of an employee should be neither an advantage, nor a disadvantage, in obtaining a job at ISTA, as long as all Conflict of Interest rules are obeyed.

- The ISTA Dual Career office helps to facilitate the job search and application process. It offers insights into the Austrian job market and provides customized support.
- ISTA offers the opportunity for internships from 6 to 12 months to facilitate the professional integration and job search of dual career partners in Austria.
- All open vacancies (scientific as well as administrative) at ISTA are publicly advertised for at least 2 weeks via the ISTA website and in some cases via external platforms. They are open to internal and external applicants, including dual career partners.
- ISTA is a partner of the Dual Career Service Support from the Vienna Science and Technology Fund: <https://gmbh.wwtf.at/wwtf/services-studies/dual-career-service/>.
- ISTA is a member of the Austrian Network for Dual Career (ANDC): <https://www.euraxess.at/austria/austrian-network-dual-career-andc>

### Conflict of interest

To avoid conflicts of interest or potential areas of tension perceived by third parties, dual career partners or persons who are in a romantic or close family relationship, can only be hired in such a way that

- they do not supervise or report to each other.
- they do not obtain a position where a conflict of interest, actual or perceived, could arise due to the scope and responsibilities of the corresponding position (e.g. Human Resources).

### Application/Selection criteria

Dual Career Partners seeking employment with ISTA must follow the same application and selection process as other applicants. Furthermore, the same selection and decision criteria apply to dual career partners as to other applicants. If an external candidate and a dual career partner are equally qualified, ISTA may decide in favor of the dual career partner. All employment decisions at ISTA are based on job requirements, qualifications, merit and organizational needs. The decision is made by the prospective supervisor (e.g. (Assistant) Professor, Team Lead, Unit Head or Division Head) in consultation with Human Resources.

### Conditions of employment

In case a dual career partner is selected for a vacancy at ISTA, the offer is in compliance with the Institute's rules and guidelines. Salary packages are in line with the official salary levels of the Institute. Dual career partners, who are not employed by ISTA, are neither granted guest status nor may they be assigned a workspace on campus.