

If you live or stay outside Belgium, the selection procedure will be organized as follows:

Phase 1: CV screening

Our Recruitment Officer will carefully screen and assess your CV. We will analyze whether your background, qualifications and expertise are congruent with the job requirements. The vacancy holder or one of the scientific experts also play an advisory role in this phase.

Phase 2: Telephone screening

If your profile meets the job requirements, we will organize telephone interviews:

- with the vacancy holder and/or a scientific expert about the technical/scientific part of the job. Your experience and technical qualifications will be discussed and the match with the job requirements will be examined;
- with one of our Recruitment Officers to discuss your work experience, motivation, expectations, etc.

Phase 3: Interviews at IMEC

If the outcome of the telephone interviews is positive, we will invite you to our IMEC offices in Leuven for face-to-face interviews.

Our Recruitment Assistants will contact you to inform you about the practical arrangements of your trip to and stay in Belgium. You will be requested to organize your trip to Leuven yourself; IMEC will book hotel accommodation and refund your travel expenses.

The screening will consist of an interview with the vacancy holder and (scientific) experts, and with Human Resources. In case you apply for a scientific position, you will be requested to give a presentation on your research work. For certain technical positions, you will be taken on a guided tour in one of our labs or clean rooms.

If you apply for a management role, we will organize an assessment center for you.

Phase 4: Job offer and employment contract

If the interviews are positively evaluated, you will receive a job offer. If you agree on our terms and conditions, and decide to accept our offer you will be requested to sign an employment contract.

IMEC will assist you in organizing your relocation to Belgium, amongst others by taking care of:

- the submission of the requests for all required permits (if applicable);
- the refund of your travel expenses from your home place to Belgium for you and your family;
- the reimbursement of the relocation costs for your personal belongings;
- free accommodation during your first month's stay in Belgium.

If you come from outside the EU, we will refund the travel costs for a home trip during the first two years of your employment at IMEC.