Recruitment Policy: Personnel Selection Process

Guide for the open, transparent and merit-based recruitment of research community (OTM-R)

Introduction

A recruitment process must be open, transparent and merit-based (OTM-R), as this is one of the pillars of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter and Code). OTM-R ensures that the most suitable person for the post being offered is recruited and it also favours a more attractive research career, while guaranteeing a fair, open, equitable, bias-free selection process that respects gender equality.

The August Pi i Sunyer Biomedical Research Institute (IDIBAPS) has acquired a commitment to the European Charter and Code as an organisation that has been recognised with the "HR Excellence in Research" logo. This commitment aims to benefit the entire research community regardless of whether the organisation recruiting the employee is IDIBAPS or the Clínic Foundation for Biomedical Research (FCRB).

IDIBAPS is committed to equality and diversity and is implementing an action plan with the aim of improving both through its Gender Equality Plan (currently being developed). To achieve this, it is also considering awareness-raising as a part of this Policy.

The purpose of this document is to describe the 6 phases of the personnel selection procedure. The minimum duration of the whole process is between four and six weeks approximately.

For any further clarification the HR Department can be contacted at: RRHH_FUNDACIO@clinic.cat.

Phase 1: Identification and preparation of the selection process

The general procedure for filling a vacancy at the institution, whether it be for a project or for the organisation's structure (the management support offices at institutional level), is the same. The person responsible for selection has to contact HR in order to be able to prepare and begin the recruitment procedure.

A public recruitment process will be conducted when any of the following circumstances arise:

- ✓ When we want to fill a vacancy with external staff who have never been hired by the FUNDACIÓ CLINIC and/or IDIBAPS, and therefore have not passed through a selection process.
- ✓ To hire temporary staff in charge of official projects who have already been hired previously, where the funder requires public notification to be issued.
- ✓ To fill indefinite positions
- ✓ Non-fixed positions chargeable to a project
- ✓ To fill fixed positions for the organisation's structure
- ✓ To make internal promotions for the personnel of the organisation's structure

To prepare the recruitment process, first of all it is necessary to <u>fill in the form for a "Public Call Request"</u>, which is posted in the "Human Resources" section of the [Researcher Portal](#).

The form covers the basic points that must be detailed in the advertisement to be published, and therefore it is necessary for the person responsible for selection to provide clear specifications and maximum details on the aforementioned form regarding everything that is essential for the vacancy.

<u>About the position:</u>
- ✓ Professional category required, in the case of research personnel, according to the terminology of the [Research Career (R1-R4),](#)
- ✓ Name of Project and/or subject area
- ✓ Source of external funding, if applicable
- ✓ Description of job offered and tasks to be performed
- ✓ Qualifications required

✓ Any other specific knowledge required

✓ Prior experience necessary

✓ Languages, and level required for each of them

✓ Area or team of incorporation

✓ Physical location

On the working conditions:
✓ Type of employment contract (temporary or permanent)

✓ Weekly hours (full-time or part-time) and work timetable

✓ Salary offered or salary range

✓ Envisaged contract start and end date

Once the form has been filled in, the person responsible for selection signs the form and, only in the case of positions of the organisation's structure, the Management also signs it. In either case, it is sent to HR in order to check that there are no details or information missing that are necessary to prepare the public advertisement.

The HR Department will also check with other research support offices or departments the viability of this request:

✓ With the Projects Development Unit (UDP) if the vacancy is chargeable to a research project with the aim of checking:
  o Whether it has been granted by the funder or is in the process of being so
  o Whether there is economic availability
  o Whether the professional category to be recruited is suitable according to whatever has been requested and what the funder has approved.

✓ With the Management Control Office if the vacancy is in a department of the organisation's structure with the aim of validating:
  o That the Governing Board has approved this vacancy or it is included in the jobs list (RLT).
  o If there is sufficient budget to be able to hire the person recruited.

It is necessary to take into account that this check may take approximately one week.

Instructions:

The public advertisement must include all the information requested in the form "Public Call Request", unless there is any justified reason for not showing some of the fields detailed. Reference is made to everything that is necessary so that candidates can evaluate whether they fit the job description (position, tasks to be performed, qualifications, type of contract, working week, salary or salary range, among others).

The Research Career document has definitions of the positions of each stage of research and can be a useful support for filling in the form. In the case of doubts about any of the fields, contacting the HR Department is recommended.

Whenever possible, it is suggested to design in advance the selection process to be carried out, the composition of the selection body that will conduct the evaluation and the selection criteria that will be followed including the relative evaluation weightings.

If international dissemination is desired, it is recommended to send all the information in Catalan and to attach a translation into English. This can enable it to reach more people, even people who reside outside of the country, in order to promote the common European Research Area (ERA).

Phase 2: Publication and dissemination of the job offer

Once all the checks mentioned have been completed, the public advertisement is drawn up based on the established model and it is published on the IDIBAPS research website or that of the FCRB, and if necessary, in employment exchanges or external websites to increase their dissemination.

In general terms, the advertisement must be published for:
- ✓ A minimum of 15 calendar days when the recruitment process is to fill a PERMANENT position
- ✓ A minimum of 10 calendar days when the recruitment process is to fill a TEMPORARY position

These terms for the publication and receipt of applications can be extended when considered appropriate.

The main objective is for the advertisement to be viewed by the maximum number of people who could be potentially interested in this offer of employment.

In exceptional cases, deriving from the project and other timing circumstances, these terms can be shortened, but this must always be duly approved by the Institution's Direction.

Instructions:

With the intention of ensuring the maximum dissemination possible, use can be made of some of the external employment listings. It is recommended that posted offers include the link to the vacancy advertisement published on the institution's website in order to guarantee that applications are received through the channels indicated. For example, free of charge, it is possible to publish the offer on the Biocat listing which has an important impact in the biomedical sector in Catalonia and/or also the Euraxess listing to make an impact on a European level. Euraxess is a European initiative of support to researchers with which IDIBAPS has an institutional account in order to be able to be viewed as a recognised organisation with the logo "HR Excellence in Research". In case of need, HR staff can provide more information regarding this.

Keeping the vacancy open for more than 15 calendar days is always recommendable when the position is difficult to cover. Also, if the CVs received do not fit the post, or if sufficient CVs have not been received, it can be decided to extend the process beyond the initial term.

Phase 3. Submission of applications and development of the selection process

The public advertisement specifies how and when the candidates may apply for the vacancy.

The application must always include a <u>covering letter</u> making explicit reference to the post being applied for, the applicant's <u>Curriculum Vitae</u> (CV), specific documentation for <u>accrediting qualifications</u> and duly signed <u>authorisation to use personal data</u> for the selection process.

Applications are submitted via one of the following options:
- ✓ Personally to the HR Department, during the timetable established in the vacancy advertisement.
- ✓ Via email to the HR address that is indicated in the public advertisement.

Once the application submissions deadline has been reached, the HR Department sends the documentation received from all the candidates to the person responsible for the selection process.

For selection processes aimed at recruiting personnel for research projects, the person responsible will be: the PI or the person designated by the PI within the research group.

For selection processes aimed at hiring personnel for the management structure the person responsible will be: the direct supervisor or person who is designated in their substitution. In this case, one of the responsibilities that this person will have is appointing the selection body. With a general nature, this will be undertaken by at least the immediate superior of the future employee and the head of the department.

For the selection process for hiring Researchers chargeable to structural funds the person responsible will be: the Direction Committee of IDIBAPS will be responsible for defining the selection body.

The parts of the selection process are:

a) Objective individualised analysis of the CVs and the documentation accrediting qualifications presented by the candidate according to the criteria established initially. The analysis must be quantitative and qualitative and must take into consideration the entire professional track record including, among others, education, experience, mobility and professional competences. Should there be career breaks in the history, therefore, time in which the applicant has been inactive professionally, it is also important that these are not considered within the professional experience, especially in research profiles, in order to evaluate candidates under equal conditions.

b) Comparison of applications submitted.

c) Real checking by the selection body, whenever possible, of the candidate's qualifications and of the references provided.

d) Interview with the candidates presenting applications who fit the requirements of the vacancy, either face to face or via distance means, in order to avoid discriminating against candidates who are residing abroad at that point in time. During the interview, all of candidates' technical competences are analysed as well as their personal skills.

e) Conducting of any additional tests required, if considered necessary.

In this phase of the selection process it is important that the person responsible for selection deals with the information that applicants have provided in a confidential manner and is also aware that they are working with data of a personal nature and as such it is important to take into consideration the (EU) Regulation 2016/679 of the European Parliament and of the Council, of 27 April 2016, relating to the protection of physical persons with regard to the processing of personal data and the free circulation of these data in addition to Organic Law 3/2018, of 5 December, on the Protection of Personal Data and the guarantee of digital rights. This person will also have to transfer this responsibility to the people who form part of the selection body, where applicable.

Instructions:

Inform candidates regarding which stage they are at of the selection process, regardless of whether they prosper favourably or not, this gives it transparency. It is important to do so, at least, in the following cases: a) Confirmation of receipt of the application and that eligibility requirements have been met; b) Invitation to the interview phase, where applicable; c) Publication of the final resolution on the website with the final results.

Minimising the candidate's administrative burden is part of the OTM-R. For that reason, it is necessary to detail in the vacancy advertisement the specific merits that need to be accredited.

It is important for the selection process to be evaluated by a selection body. In order to constitute this for each vacancy, the category and characteristics of the post will be taken into account and its members must be duly qualified to evaluate the applicants for each position. When constituting the selection body, it is recommended to include at least two people and optimally three. As far as possible, the aim will be to ensure representation of both genders, and the members will have different profiles and/or experience. Also recommended is that the person responsible for the selection process informs them in advance regarding the phases of the selection process and the role that they will play in it. It is necessary to ensure that there are no conflicts of interest with any of its members.

Avoiding any bias in the selection process is the best way of guaranteeing equal opportunities and avoiding discrimination. Special emphasis is given to unconscious gender bias that may exist in the selection of personnel at research centres. It is recommended, as far as possible, that members of the selection body consult the following considerations of the CERCA institution: https://youtu.be/g978T58gELo.

The expected final result of the process is the selection of one of the candidates and also the obtaining of a reserve list in case the chosen candidate declines the offer. In this case it will be possible to hire the candidate with the next highest score, providing that the process was completed no more than six months earlier.

Phase 4. Resolution, archiving and closure of the selection process

Once the entire selection process has been completed and the candidate to be hired has been chosen, in order to formalise the public resolution of the vacancy, the ID/Residence card or, alternatively, the passport number (if the other documents are not available) of the successful candidate is forwarded to the HR Department. With this information, the result of the selection process will be posted on the website using a standard document approved by the Management.

The HR Department will have custody of the archive of all selection processes. Specifically, it will keep the applications received in digital version, the final resolution and also the documentation deriving from the selection process that will be provided to it by the person responsible for the selection process. Once the selection process has been closed, meaning that all the documentation is no longer needed, this person will proceed to destroy the digital and printed documentation relating to the selection in order to avoid duplicated archives and also taking into account that applications received for a particular vacancy cannot be considered for another vacancy.

The person responsible for selection will document the evaluation of the "vacancy selection process" in order to report on the following:

- ✓ Total number of applications
- ✓ Number of people interviewed
- ✓ Name and ID/Resident or passport number of the person recruited
- ✓ Short summary of the selection process and its result

HR publishes the resolution that has been decided by the selection body.

At that point the vacancy is taken as closed.

Instructions:

It is important that the documentation deriving from the selection process, especially that making reference to the evaluation, evidences the selection made in order to guarantee that it has been based on merits as one of the bases of the OTM-R. Should there be any complaint or appeal this information will be used to give the process transparency.

Phase 5. Incorporation and reception of new employee

Once the vacancy has been filled, the selected applicant is formally notified and the date for joining the institution is agreed.

The person responsible for selection then forwards to the HR Department the form "Employment contract request" (only available in Catalan as "Petició de contracte de treball") which can be found at the [Researcher Portal](#), duly filled in and signed, together with the candidate's documentation as indicated in the form itself. This must be done at least one week before the start of the contract. This form includes the project and/or cost centre to which the contract will be booked, as well as information relating to the job description and the details of the candidate.

At the time of signing the contract it is the HR Department that informs the candidate about its content, holiday entitlements and paid personal days, and how to request holiday dates. It also provides the candidate with the workplace health and safety manual, best practices and contact details of the workplace accidents insurer, among others. The candidate will also be given the Welcome Guide and, from the second half of 2019, will be invited to attend Welcome Day.

Following this, the candidate's PI or direct superior, who was responsible for the recruitment process, will explain everything necessary for working as well as the tasks to be performed. Personnel located on those floors with laboratories in the IDIBAPS buildings will also have as a support person the Lab Manager responsible for their floor.

Phase 6. Evaluation of the selection process

The incidences of the selection process are resolved case by case. Since 2019, a self-assessment process will be carried out with a representative sample of selection of personnel processes carried out each year following the approval of this document, in order to check compliance with the instructions and recommendations included in it. It is proposed to evaluate a total of 15 selection processes per year with a distribution around 80% of research groups personnel and 20% of personnel of organisation's structure. Where necessary, with the result of this evaluation it will be decided whether to implement any corrective measures or actions in order to guarantee an open, transparent and merit-based recruitment process.

Instructions:

In order to improve continually it is necessary that the person responsible for the selection communicates to the HR Department any incident that has emerged in order to be able to resolve it and evaluate whether it is necessary to improve any of the phases of the selection process.

EXECUTIVE SUMMARY OF THE SELECTION PROCESS

1. Cases that require a recruitment process with a public advertisement:
   - ✓ When we want to fill a place with external personnel who have never been hired by the FUNDACIÓ CLINIC and/or IDIBAPS, and therefore have not passed through their recruitment process.
   - ✓ To hire temporary personnel in charge of official projects, where the funder requires there to be a public advertisement.
   - ✓ To fill indefinite vacancies
   - ✓ To fill non-fixed vacancies chargeable to a project
   - ✓ To fill permanent positions for the organisation's structure
   - ✓ To fill temporary positions for the organisation's structure
   - ✓ To fill internal promotions for the organisation's structure

2. The Person responsible for the selection process (PI – Direct Supervisor) will have to fill in the "Public Call Request" form ("Human Resources" section on the Researcher Portal) and hand it in to the HR Department for its staff to prepare the advertisement, checking with the appropriate departments the suitability of the position (eligibility/budget, etc.).

3. HR publishes the position on the corresponding website (FC/IDIBAPS).
   Minimum of 10 calendar days – temporary contract, or 15 calendar days in the case of permanent contracts.

4. Once the deadline for receiving applications has been reached, HR will send to the person responsible for the selection process (PI/Direct Supervisor) the CVs of those people who have applied.

5. The person responsible for the selection process fills the position and communicates, through a standard document, the details of the candidate selected to HR, so that HR can publish the resolution that the selection body has made.

   The "Document for the evaluation of the selection process" must contain the following minimum information (there is a guide model):
   1. Total number of applications submitted
   2. Number of people interviewed
   3. Short summary of the selection process
   4. Identify conflicts of interest within the selection body.

6. HR archives all the documentation from the selection process.

7. The PI or Direct supervisor requests formalisation of the employment contract via the "Employment contract request" (only available in Catalan as "Petició de contracte de treball") ([Researcher Portal)](#) with the documentation of the candidate as indicated in the form itself. This must be done at least 1 week before the start of the contract.