

OTM-R POLICY

OPEN, TRANSPARENT AND MERIT- BASED RECRUITMENT OF RESEARCHERS POLICY

CIPF

The Principe Felipe Research Center (CIPF) is committed to the Open, Transparent and Merit-based Recruitment of Researchers (OTM-R). This document sets up the OTM-R policy at the CIPF.

The CIPF has committed to complying with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (EU Charter & Code) by developing its human resources strategy for researchers (HRS4R) and through its open, transparent, and merit-based recruitment policy (OTM-R).

The CIPF is fully committed to achieving the highest quality standards in human resources management in research, as demonstrated by the following:

- In July 2018, the CIPF endorsed the EU Charter & Code.
- Between 2018 and 2019, the CIPF carried out a gap analysis and developed an action plan to align our human resources policies to the 40 principles of the EU Charter & Code.
- In July 2019, the CIPF started implementing its action plan and submitted its application for the HR award to the European Commission.

CIPF PRINCIPLES HRS4R POLICY

CIPF's OTM-R policy sets out that the selection and recruitment of employees must be subject to the principles of equality, merit, capability, transparency, and advertising of the corresponding call for application.

This policy is based on the internal procedure "Human Resources Management" with information about the Internal Regulation-Basic instructions for recruiting. This document is available at CIPF's intranet, within the corporative information section.

Said regulation establishes clear rules and procedures for guaranteeing recruitment aligned with the principles of equality, merit-based and capability as well as with the following actions:

- Effective compliance with the specific measures for equal treatment and opportunities for women and men.
- Access to employment protected by the constitutional principles of equality, merit based, and capability, contributing to the broadest concurrence possible.
- Dissemination of the job offers in Spanish and English via Webpage and Euraxess portal or other similar means, in order to foster international mobility of male and female researchers.
- Access to employment for people with functional diversity ensuring equality of opportunity.
- Effective compliance with the specific measures for equal treatment and opportunities for women and men.
- To optimize and expedite the administrative processes and management activities.
- Minimization of personal data disclosure without detriment to the principle of transparency of the selection process.

These principles are clearly linked to the recommendations of the Code of Conduct for the recruitment of Researchers and the European Charter for Researchers, which are two of the top priorities of the European Union to contributing to the improvement of the professional careers of research staff.

SELECTION PROCESS AT THE CIPF

In order to achieve equal employment opportunities and also to make the research career more attractive, the following steps established here must be followed in the selection process:

- **Creation of the job offer.** At the request of the person promoting the hiring and together with the Human Resources Department, the characteristics of the selection call are configured, which should contain, among other aspects:
 - Description of the vacant position and tasks/activities to be performed.
 - Employment conditions: working schedule, annual gross salary, and work location.
 - Eligibility criteria and rating scales that define the selection process.

Once the job offer has been prepared, the approval of the Director of CIPF will be required.

In order to avoid any discriminatory attitude towards the person who applies for a job, a paragraph in the job offer has been included in which it is recommended to send the CV without personal data such as sex, age, Marital status, nationality and photography should not be included.

- **Job advertising.** CIPF will post job openings on its website and all along corporate social networks (Facebook, Twitter and LinkedIn),

All the Job offers will be in both languages, Spanish and English and for categories from R1 to R4 will be disseminated via Euraxess job portal.

- **Assessment/Evaluation.** At the end of the call period, the documentation of the candidates will be accessible in the HR tool "Fundanet" so that the selection team can evaluate the candidates presented.

Subsequently, a resolution report will be sent to the HR Department detailing the evaluation process and the final score.

The hiring Sponsor must inform HR at the beginning of the selection process of the members who will make up the selection committee, taking into account that it is gender equitable.

The selection process will consist in the following phases:

- 1) Phase of compliance with the requirements established in the call. Only candidates with the essential requirements will be considered.
- 2) Merit valuation phase.
- 3) Interview phase (The 3 candidates with the highest score in the merit phase will go to the interview phase)

▪ **Resolution and Publication of the selection process.**

Once the selection process is finished, the resolution of the job offer must be published on the website with the name and surname of the selected candidate.

All candidates submitted to the job offer will be informed by email of the resolution of the job offer.

SELECTION COMMITTEE

In general, the hiring Sponsor will assign an Evaluation Committee composed of a minimum of three members, including him or herself, who meet the capability criteria to serve as a recruitment panel member. The selection committee shall be gender-equitable.

For job offers for research staff with R1 and R2 categories, the Selection Committee must be made up of Principal Investigators and researchers with proven experience.

For job offers for research staff with R3 and R4 categories, the Selection Committee must be made up of the Director and Principal Investigators.

The members of this Committee must fulfill the following requirements:

- **Capability.** All members involved should satisfy themselves that they are appropriately trained to evaluate the candidates and have a good level of knowledge and skills targeted to the functions requested in the job description.
- **Non-discrimination.** During the assessment and decision-making process, discrimination based on any ground such as gender, ideology, national origin, beliefs, religion, sexual orientation, social or economic condition will not be tolerated, and therefore the candidate who clearly stands out as the most qualified for the job will be selected.