

RECRUITMENT AND SELECTION POLICY

Open, Transparent and Merit-based (OTM-R)

INDEX

1. INTRODUCTION	3
2. PRINCIPLES	3
3. RECRUITMENT	4
4. EVALUATION AND SELECTION.....	6
5. SCOPE	7

1. INTRODUCTION

At the IMIM we are committed to attracting and retaining talent as a key strategy for increasing our level of excellence, guaranteeing the efficient growth of our activities and becoming an international benchmark that increases our attractiveness as an institution and leads to the recruitment of new talent.

To achieve this, it is essential to have a recruitment and selection policy that sets out the practices that the institute puts in place to recruit staff with the necessary training, experience and skills to help achieve our strategic goals, and that guides those people who participate in recruitment and selection processes so that they do so in a fair, transparent and non-discriminatory manner.

This policy sets out the principles and procedures for **open, transparent and merit-based** recruitment which, as a top priority of the European Commission, is one of the pillars of the European Charter for Researchers and in particular of the Code of Conduct for the Recruitment of Researchers. The OTM-R (Open, Transparent and Merit-based Recruitment) policy aims to ensure that the best person for the job is recruited, thereby benefiting the staff, the institutes and the research system in general. Our policy is also governed by current labour, equality and data protection legislation as well as by the IMIM Foundation's Internal Employment Regulations and the constitutional principles of merit, ability, equality and publicity.

2. PRINCIPLES

The Code of Conduct for the Recruitment of Researchers comprises a set of general principles and requirements, which must be followed by everyone involved in the selection and recruitment of staff. These principles are:

- Recruitment that is open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised.
- Selection by gender-balanced selection committees that include members with different levels of experience and competencies.
- Transparency in terms of the recruitment process and selection criteria.
- Qualitative and quantitative judging merit that takes into account all types of experience.
- Variations in the chronological order of CVs as an element of career progression and as a positive contribution to professional development.
- Recognition of mobility experience as a valuable contribution to professional development.

- Recognition of both academic and professional qualifications, including unofficial ones.
- Seniority. Recognition of lifelong professional development.
- Postdoctoral appointments clearly and explicitly stated.

Our selection process therefore takes into account:

- The use of inclusive language when advertising vacancies in accordance with the equality policy set out in the Equal Opportunities Plan and following the recommendations of the IMIM Foundation's "Guide to the non-sexist use of language".
- Public announcement of vacancies.
- Transparency throughout the selection process and equal opportunities in terms of candidate access to job offers.
- The impartiality, professionalism, independence and technical discretion of the selection bodies.
- A streamlined and objective process.
- Vacancies open to both external and internal candidates (internal and external advertising).
- Any person applying for a vacancy must satisfactorily complete the established recruitment and selection process.
- The decision taken by the recruiter must be duly documented.
- All data provided by candidates will be treated in accordance with our privacy policy.
- Candidates will be selected on the basis of merit, ability and aptitude.

3. RECRUITMENT

Planning and application

The process is initiated when a Research Group or Management Service requires new staff, which is expressed by clearly and concisely completing an online application for a contract, available on the intranet, which includes information on the location of the job, training, experience, essential and desirable requirements, type of contract and start date, as well as other information.

This request must be completed by the head of the research group or service where the candidate is expected to be assigned.

The HR Service then validates the application at the budgetary level and, depending on the requirements, the HR Service itself or the Talent and Training Area defines the candidate's profile, taking into account the job descriptions already existing at the institute and the specifics of the job in question. Having job descriptions as a reference when selecting personnel provides transparency and clarity when establishing the profile and defining the responsibilities and functions of the job.

HR Management or General Management, depending on the profile of the vacancy to be filled, must give final approval to the request and therefore approve the publication of the job vacancy.

Publication of the vacancy

The goal of advertising job vacancies is to attract the best possible candidates in an open, transparent and equitable manner. Accordingly, all vacancies, whether financed by the institute's own funds or external financing, must be published, at the very least, on the institutional website and be subject to a full selection process. In exceptional cases, this obligation does not apply:

- Grants of a nominal nature (personal grants) awarded by funding bodies (Instituto de Salud Carlos III, Generalitat de Catalunya, etc.), as the beneficiaries in these cases have already undergone an external selection process via a competitive call for applications.
- Contracts for stand-ins and/or substitutions, as these are derived from an immediate need or from a specific and/or short-term situation and the person who will act as a stand-in/substitution is already available.

The usual channel for advertising and disseminating vacancies is the corporate website (www.imim.cat), without prejudice to the use of other media and sources, both internal and external, depending on the professional profile sought:

- The job boards of universities and professional associations.
- Other research institutes.
- EURAXESS.
- Portals specialising in personnel recruitment.
- Specialised websites or journals (scientific journals, etc.).
- The Catalan Employment Service (Servei d'Ocupació de Catalunya; SOC).

All vacancies on the institutional website will be published in their web version in Catalan, Spanish and English and will contain the necessary information for all candidates (job position, number of vacancies, functions, qualifications required, information on the selection process, etc.).

The vacancies will be posted on the "Work with us" section of the website and any interested candidates can apply via the online form available for each vacancy, attaching the required documentation.

The entire selection process can be carried out online (presentation of the application, submission of the required documentation, amendments to any gaps in the documentation, etc.) which streamlines the process, facilitates access by applicants from other countries, and is in line with the goal of ensuring that the necessary administrative requirements for the candidate are kept to a minimum.

4. EVALUATION AND SELECTION

This phase begins with an assessment of the candidates' CVs (individually and comparatively), based on the requirements established in each call. Any interviews, knowledge tests or presentations that are considered necessary and pertinent according to the profile required are also conducted.

During the selection process, the candidates are duly informed of each phase of the call in which they are participating and the status of their application via email and/or the institutional website, and they have a period in which to rectify any gaps in the documentation submitted or to make any statements they consider necessary.

To avoid discrimination on grounds of geographical location or financial resources and, at the same time, with the aim of attracting qualified foreign personnel and facilitating work-life balance, video-call platforms may be used to conduct interviews remotely.

Once all the selection processes have been completed, they are duly documented in the form of a written record that is signed by the Chairman of the Selection Committee and the person acting as Secretary.

The institute is committed to continuously improving its selection processes and, with this objective in mind, it provides candidates with an online mechanism (form) for collecting their complaints and suggestions regarding their experience as candidates in our selection processes. This is also a tool that allows candidates to request personalised feedback on any of the phases of the process they have undergone.

Selection Committee

The composition of the Selection Committee will depend on the profile of the post to be filled:

- Research support staff (technical and management): an *ad hoc* committee will be set up to evaluate the applications received. This committee must comprise, at least, the Director of the Research Programme or Head of the Area to which the candidate will be assigned, the person directly responsible for the vacancy, and HR Management, and it will have the administrative support of a member of staff from HR or the Talent and Training area, who will act as Secretary to take the minutes of the meetings.
- Research staff:
 - o Pre-doctoral and post-doctoral research staff: an *ad hoc* selection committee will evaluate the applications. This committee must comprise, at least, the Director of the Research Programme to which the candidate will be assigned, the person directly responsible for the vacancy, and HR Management, and it will have the administrative support of a member of staff from HR or the Talent and Training area, who will act as Secretary to take the minutes of the meetings. This committee may also include other researchers and advisors, and it may request

the support and opinion of the *External Scientific Advisory Board* (ESAB) made up of a group of prestigious international scientists, experts in the different areas corresponding to the IMIM research programmes.

- Senior research staff: an *ad hoc* selection committee will evaluate the applications received. This committee must comprise, at least, the Institute's Director of Research, the Director of the Healthcare and Medical Area of Consorci Mar Parc de Salut de Barcelona or someone acting on their behalf, the President of the External Scientific Advisory Board (ESAB), a representative of each of the research areas to be evaluated (according to the candidates presented), who will have been proposed by the Chairman of the ESAB, and the Director of Human Resources, or someone acting on their behalf, who will act as Secretary, with voice but no vote.

Each time a Selection Committee is constituted, its members receive information on the Recruitment and Selection Policy described here and on their adherence to the principles of the Researchers' Charter and the Code of Conduct for the Recruitment of Researchers defined by the European Commission as the basis of our OTM-R policy.

5. SCOPE

Any person participating in a selection process as a member of the Selection Committee or involved in the general management of the calls, must adhere to the principles and procedures described in this document.