

# RECRUITMENT POLICY

## Document History

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## 1. OBJECTIVE

The purpose of this document is to define the procedure for recruiting and selecting new staff members at the Institut d'Investigació Sanitària Pere Virgili (hereinafter "IISPV").

The procedure has been drawn up according to the principles of the "Code of Conduct for the Recruitment of Researchers" promoted by the European Commission as part of the "Human Resources Strategy for Researchers" (HRS4R), specifically its Code of Conduct for the Recruitment of Research Staff: Open, Transparent and Merit-based Recruitment of Researchers (OTM-R). These principles, to which IISPV is formally committed, ensure that the selection process is open and transparent and that people are selected in accordance with objective and comparable criteria, taking into consideration meritocracy and respecting equal treatment and opportunities.

In 2014, the Human Resources Strategy for Researchers at the IISPV was defined, which includes a Plan of Action for the period 2014-2018. In April 2015, the European Commission approved this strategy and gave the IISPV the *HR Excellence in Research* quality seal. This recognition and seal reflect IISPV's commitment to continually improving their personnel policies, in accordance with the principles of the Charter and the Code (C&C).

## 2. SCOPE OF APPLICATION

The recruitment and selection procedure, as well as the policy on which it is based, apply to all vacancies at IISPV.

The procedure is initiated when either management or a PI informs the Personnel Unit of their intention to initiate a selection process and receives authorisation to activate the circuit.

### 3. RESPONSIBILITIES

As mentioned in the previous section, various agents participate in the personnel recruitment and selection process. The responsibilities of the different parties involved in the procedure are as follows:

Position	Responsibilities
<b>Strategic Management</b>	<ul style="list-style-type: none"> <li>• Procedure approval</li> <li>• Supervision of procedure application</li> <li>• Complaints</li> </ul>
<b>Personnel Unit</b>	<ul style="list-style-type: none"> <li>• Executing the procedure</li> <li>• Complying with the legal requirements of each selection process</li> <li>• Guaranteeing compliance with the principles of publication, equal treatment and opportunities for men and women, merit, and ability, in the selection processes carried out in the IISPV</li> <li>• Guaranteeing that IISPV selection procedures are aligned with the principles and requirements of the HRS4R</li> <li>• Taking part in the selection process: reviewing/editing and publication of job offers, CV screening, presentation of candidates, attending personnel interviews, preparation/reviewing of assessment report</li> <li>• Drawing up and maintaining up-to-date document records of all recruitment procedures carried out at IISPV</li> <li>• Advising PIs and Heads of Unit in the selection</li> </ul>

#### 4. PROCEDURE

Below is a detailed description of the stages of the procedure for recruiting and selecting personnel, as well as the specific documentation required for each:

##### 4.1 Phases to follow in the recruitment and selection process:

The stages to be followed in the process are:

<b>PHASE 1</b>	<b>Identifying and analysing need: defining the job and creating the job offer</b>
<b>PHASE 2</b>	Publishing the job offer
<b>PHASE 3</b>	Establishing the Evaluation Committee
<b>PHASE 4</b>	Screening CVs and interviews:  4.1 Screening CVs 4.2 Assessing merit 4.3 Assessing aptitude and candidate interview
<b>PHASE 5</b>	Evaluating presentation of a final candidate
<b>PHASE 6</b>	Communicating the results of the selection and recruitment process
<b>PHASE 7</b>	Handling claims and complaints
<b>PHASE 8</b>	Incorporating the new employee and welcome

##### 4.1.1. Identifying and analysing need: defining the job and creating the job offer

The entire selection process originates from the need to fill a position. So, to start the process, management or a PI has to email a written request to the Personnel Unit.

Upon receipt of this request, it is checked to ensure it contains sufficient information about the job characteristics and requirements the candidate has to meet. The description should be based on the existing Workplace Description, the IISPV scientific career document, general and specific skills, and information provided by the management person or PI who started the selection procedure. In addition, the description of positions and professional profiles in the field of research established in the "European Framework for Research Careers" should be used as a reference.

In this first phase the person responsible for the future incorporation (management/PI) must submit the profile of the candidate to the Personnel Unit via the document JOB OFFER. This document must describe the general process and requirements accurately. In general, applicants should be able to find information about:

- The IISPV and the Unit/Research Group/PI responsible for the process.
- The job offered, specifications, and starting date of employment.
- The professional or academic expertise and knowledge that are "required" and "desirable" (where applicable). If possible, the selection criteria should be indicated, along with the weight of each of these in the evaluation of the final candidate.
- The number of positions vacant.
- The working conditions: contract type, duration, weekly hours, and salary. The salary should always be expressed as a gross annual figure.
- General information about the selection process (approximate start and finish dates).

- Contact details: candidates can apply for one or more job offers through the same IISPV website. As a rule, CVs and other documents relating to workers' personal data will not be accepted in paper format.

#### **4.1.2. Publishing the job offer**

Once the job offer has been drawn up, it will be published on the corporate website (<http://www.iispv.cat>) and, depending on the profiles to select, also on job portals, specialised biomedical websites, like Rediris and Biocat, and the EURAXESS portal.

By default, all offers will be published for at least 15 days to ensure candidates have equal access opportunities, and there will be a reasonable time between the application closing date and incorporation date to allow the entire recruitment and selection process to be carried out. For other means of communicating the job offer, agreements made with the consultancies and the norms of specialised employment web portals will be adopted, provided these comply with the minimum standards described above.

All offers must include IISPV's commitment to the principles of the *Code of Conduct for the Recruitment of Researchers*.

All candidates will be considered for the job, with no restrictions based on gender, age, ethnicity, nationality, religion or belief system, sexual orientation, language, disability, political opinion, social or economic status, or any other aspect.

As a measure to incorporate gender perspective into the selection process, the committee should be gender balanced. The members should watch the video *Recruitment Bias in Research Institutes*, produced by CERCA, before beginning the interviews to avoid gender bias when recruiting researchers.

#### **4.1.3. Establishing the Evaluation Committee**

In parallel with the publication of the offer and CV screening, the Evaluation Committee will be established.

The group of interviewers must include at least three members, one of whom will take on the role of spokesperson in the recruitment process and serve as head of the group. This will usually be a member of staff from management.

The Evaluation Committee must be gender balanced and comprise experts from various disciplines, with different skills and abilities, who have experience in assessing candidates. The members should have no conflict of interest and make decisions based on verifiable evidence and not on personal preferences.

The PI responsible for the incorporating the hire must participate in the evaluation committee, as well as the director of the institute if necessary, depending on the profile of the new staff member.

All the members of the Evaluation Committee must understand this recruitment and selection procedure. The Evaluation Committee may include internal or external specialist advisors, if deemed necessary.

#### **4.1.4. Screening CVs and interviews**

This phase of the process takes place as follows:

- 1- Screening of CVs
- 2- Assessment of merit
- 3- Assessment of aptitude and candidate interview

The screening and assessment of merit stages in the selection process for core personnel are the responsibility of personnel management and general management. Given the specialised nature of the scientific positions, and as indicated above, the PI

responsible for the process may take responsibility for these two phases in the selection of research personnel.

Even so, the Evaluation Committee is responsible for the aptitude evaluation phase and candidate interviews.

### **1- Screening CVs**

To preselect candidates, Personnel Unit staff will screen applicant CVs. This is carried out according to the requirements described in the document JOB OFFER. This phase also takes into account complimentary criteria, including other assets or knowledge valuable to filling the vacancy. Similarly, mobility, academic qualifications must be recognised, and chronological gaps considered.

The Personnel Unit will review all CVs received and objectively determine the shortlisted candidates. They will conduct a telephone interview to verify the characteristics and conditions of the offer with the candidate, clarify any doubts about their training and professional experience, skills, competencies, and availability to ensure the suitability of the candidate and optimise the overall selection process.

Once the candidates have been selected, the SUMMARY TABLE OF CANDIDATES will be drawn up, containing basic curricular data (personal information, education, and professional experience), as well as a space for each member of the Evaluation Committee to later specify the strengths and weaknesses of the candidates, together with any other comments from the interview.

Finally, the selected candidates will be contacted to set a date and time to for their interviews, taking into account the availability of both the Evaluation Committee and the applicant.

Screening can be done entirely by the PI, once the process has begun (in the case of researcher recruitment), or he or she may request support from HR in the first filtering.

## **2- Assessing merit**

At this stage, the Personnel Unit/PI will analyse the information and supporting documentation provided by the applicants proving the requirements specified in the offer. Any appropriate clarification of alleged merits may be requested from the applicants, as well as any additional documentation considered necessary (letters of reference, certificates, etc.). Also, if applicable, references may be requested from companies/institutes where the candidate has worked, to verify their experience, aptitudes, and abilities.

## **3- Assessing aptitude and candidate interview**

This phase will enable the Evaluation Committee to expand on the information related to the vacancy, to examine the candidate's education and experience in greater detail, and to learn more about their aptitudes, abilities and skills.

To ensure that interviews are conducted appropriately and the content is adequate, the INTERVIEW GUIDE will be available for members of the Evaluation Committee.

The selection procedure must comply with the code of transparency, where candidates will be informed of the status of the selection process, the criteria, the number of vacancies, and the professional development plan.

In cases where geography or mobility make a face-to-face interview with the Evaluation Committee difficult, virtual tools, such as Skype or videoconferencing, may be used.

#### **4.1.5. Evaluating presentation of a final candidate**

After the interview and armed with all available information (job offer, candidate summary table, and assessments from the interview), the qualitative and quantitative data will be analysed and a final score will be awarded. This will ensure the greatest possible suitability of the candidate with respect to the vacancy offered, and will determine which candidate to offer the job to.

The final score is a number that will be reflected in the REVIEWER REPORT and obtained by applying the following criteria:

- 0 Does not meet requirements
- 1 Partially meets requirements
- 2 Meets most requirements
- 3 Meets all requirements
- 4 Exceeds requirements

The Evaluation Committee will finalise the selection process and inform the Personnel Manager of the final candidate.

So that the Personnel Manager can process the incorporation of the new employee into the workplace, the Evaluation Committee must provide the following documents completed and signed:

- NOTIFICATION OF INCORPORATION
- SUMMARY TABLE OF CANDIDATES

In the event that the selection process is not finalised due to a lack of appropriate candidates, the position is declared unfilled, and a new selection process is begun.

#### **4.1.6. Communicating the results of the selection and recruitment process**

Once all the documentation has been received from the Evaluation Committee, the Personnel Unit will contact all the candidates who participated in the process to communicate the result and give feedback. The final candidate will be given the contact details of the Personnel Unit, who will manage their employment relationship with IISPV, and they will have to provide their personal information in order to formalise their contract.

The Personnel Unit will announce the outcome of the process to the unsuccessful candidates via a personalised email. Wherever possible, or if specially requested, this will give the reasoning behind the committee's decision, as well as the strengths and weaknesses of the candidates.

#### **4.1.7. Handling claims and complaints**

If any candidate wishes to present a claim or complaint about the how the selection process was conducted, that person has the right to complain in writing to the Personnel Manager within three months after the closing date of the offer. The Personnel Manager will study the complaint and report on it, with recommendations, to the Evaluation Committee. The committee will decide what steps to take and will communicate these to the person who made the complaint.

#### **4.1.8. Incorporating the new employee and welcome**

The new incorporation to the IISPV will be received by the Personnel Unit, which deals with the documentation relating to recruitment and data protection, and which will apply the welcome manual.

## 5. LEGAL CONTEXT

The IISPV undertakes to comply with the legislative requirements to promote equal opportunities and diversity within the institute. The Dignity and Respect at Work Policy applies to all stages of the recruitment and selection. This policy has been written according to, and in compliance with, current labour law and the Public Employment Act.

In particular, in every selection process the following will be respected and complied with:

- OTM-R Code of Conduct (Open, Transparent and Merit-based Recruitment of Researchers)
- Spanish Constitution
- Public Employee Statute
- Workers' Statute
- Science Act
- Transparency Act
- Data Protection Act
- New Equality Act (Law of Equality between women and men; 17 July, 2015)

## 5. ANCILLARY DOCUMENTS

Identification	Reference /Code	File location	File manager	Minimum file time
Description of the position	IISPV-YYYY-DLTXXX	Garbí/Research/HR/Recruitment	Personnel Management	Validity+ 6 years
CV final candidate	Not applicable	Garbí/Research/HR/Prof_development/HR Paper File (Worker file)	Personnel Management	Working life+ 6 years
CVs of other candidates	Not applicable	Garbí/Research/HR/Prof_development	Personnel Management	1 year
Communication of incorporation	IISPV-RRHH-FOR- 002	HR Paper File / (Worker file)	Personnel Management	Working life+ 6 years
Job offer	IISPV-RRHH-FOR- 004	Garbí/Research/HR/Prof_development/HR Paper File (Worker file)	Personnel Management	Working life+ 6 years
Summary Table Of Candidates	IISPV-RRHH-FOR- 005	Garbí/Research/HR/Prof_development/HR Paper File (Worker file)	Personnel Management	Working life+ 6 years
Pre-selection report	IISPV-RRHH-FOR- 006	Garbí/Research/HR/Prof_development/HR Paper File (Worker file)	Personnel Management	Working life+ 6 years
Interviews guide/Video	IISPV-UDP-DOC- 004	Garbí/Research/HR/Prof_development	Personnel Management	Validity