

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 procedures for selecting and hiring staff at the IISPV are governed by a set of basic principles that guarantee equal access to a job for all people, principles of advertising, transparency, equality, merit and capacity, respecting in all cases the regulations in force regardless of their professional category.

The Recruitment Unit meets with the investigators interested in starting the selection process, and jointly agree on the content of the call and the working conditions. They verify where the funding will come from, and check with the National and International Projects departments the required advertising requirements (for example, they add the logos of the funding entities). Finally, the definitive content agreed upon is authorized by Management.

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
Strategic Management	<ul style="list-style-type: none"> • Procedure approval • Supervision of procedure application • Complaints
Personnel Unit	<ul style="list-style-type: none"> • Executing the procedure • Complying with the legal requirements of each selection process • 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 • Guaranteeing that IISPV selection procedures are aligned with the principles and requirements of the HRS4R. <ul style="list-style-type: none"> • Taking part in the selection process and reviewing/editing and publication of job offers. • Drawing up and maintaining up-to-date document records of all recruitment procedures carried out at IISPV • Advising PIs and Heads of Unit in the selection

4. PROCEDURE

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

The stages to be followed in the process are:

PHASE 1	Identifying and analysing need: defining the job and creating the job offer
PHASE 2	Publishing the job offer
PHASE 3	Establishing the Evaluation Committee
PHASE 4	Screening CVs and interviews: 4.1 Screening CVs and cover letter 4.2 Candidate interview
HASE 5	Evaluating presentation of a final candidate
PHASE 6	Communicating the results of the selection and recruitment process
PHASE 7	Handling claims and complaints
PHASE 8	Incorporating the new employee and welcome

4.1. Identifying and analysing need: defining the job and creating the job offer

The entire selection process is originated from the need to fill a position. To start the process, management or a PI has to email a written request to the Recruitment 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 Recruitment 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.
- 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 and 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.

4.2 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.

4.3. Establishing the Evaluation Committee

During the elaboration of the job offer, the Evaluation Committee will be established in the call. The Selection Committee will be made up of a minimum of 2 people, although a minimum of 3 is recommended. All members of the Selection Committee will participate in all phases of the selection process and will sign the final selection report. 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.

4.4 Screening CVs and cover letter evaluation

In order to properly select all applications, the Selection Committee will evaluate all profiles (CV and Motivation Letter) based on the requirements described in the job announcement. 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 Selection Committee will review all CVs received and objectively determine the shortlisted candidates. Once the candidates have been selected, the SUMMARY TABLE OF CANDIDATES will be drawn up, containing the CV and cover letter evaluation.

The provisional list of candidates who have been considered admitted and excluded will be published with the provisional score of the CVs, detailing the minimum score to access the interview, in accordance with the call. Candidates will have 5 calendar days to make allegations from the day after publication. Once this period of allegations has elapsed, the definitive list of candidates admitted and excluded will be published with the definitive score of the CVs.

4.5 Interviews

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 learn more about their aptitudes, abilities and skills.

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.

During the interviews, the Selection Committee must use the scoring criteria described in the call to assess each candidate.

4.6 Final results

Hiring decisions are the result of a unanimous choice by the Selection Committee and always based on open, transparent and merit-based principles. The IISPV Personnel Area may provide support in any of the phases described above. The evaluation of all interviewed candidates will be collected in the summary score table and stored appropriately for future consultation. The scores of all interviewed people will be published on the IISPV website, and the Selection Committee will sign the score report with the approval of the Recruitment, HR and Management unit.

4.7 Incorporating the new employee and welcome

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