

OTM-R POLICY

(Open, Transparent and Merit-Based Recruitment Policy)

1. INTRODUCTION

The **Biogipuzkoa Health Research Institute (IIS Biogipuzkoa)** is a national and international reference center in health research, which preferentially promotes translational research focused on patients and the population in general and aims through its multi-institutional and interdisciplinary collaborative structure to improve the health of citizens.

IIS Biogipuzkoa is committed to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (**Charter&Code, C&C**) promoted by the European Commission in the framework of the Human Resources Strategy for Researchers (HRS4R), as well as to the principles of open, transparent and merit-based recruitment (**OTM-R**) promoted by the European Union.

In 2018, in line with the continuous improvement implemented in this regard by the institute, the European Commission awarded the "**HR Excellence in Research**" seal of excellence.

This recognition has been a boost for the institute in terms of attracting research talent and improving recruitment processes with the goal of recruiting the best possible person for the position offered. To this end, it is necessary to have a personnel selection policy that includes the different OTM-R criteria and contains specific guidelines for recognizing talent, guaranteeing equal opportunities, access for all interested persons, improving and enhancing the value of the research career and promoting the mobility of human resources.

This document establishes the **OTM-R Policy** of **IIS Biogipuzkoa**. It indicates the different principles that govern the recruitment policy of the institute, the different phases of the selection process, a brief description of the Personnel Evaluation and Selection Committee, information on the process of welcoming new personnel and, finally, it establishes the quality control to carry out a periodic update of this policy.

2. OTM-R POLICY PRINCIPLES

The different personnel hiring, and selection procedures of IIS Biogipuzkoa comply with the principles of equality, merit, and capacity, as well as with the principles included in the Internal Regulations of the entity on personnel hiring "Selection Process of own personnel", which are indicated below.

Therefore, the principles of the OTM-R Policy of IIS Biogipuzkoa are the following:

- ✓ Publicity of the different calls and their bases.
- ✓ Transparency in the processes.
- ✓ Impartiality and professionalism of the members of the Selection Bodies.
- ✓ Independence and technical discretion in the actions of the Selection Bodies.
- ✓ Adequacy between the content of the selective processes and the functions or tasks to be performed.
- ✓ Agility, without prejudice to objectivity, in the selection processes.

These principles are aligned with the recommendations included in the European Charter for Researchers and the Code of Conduct for the Recruitment of Research Staff.

3. RECRUITMENT PROCESS

IIS Biogipuzkoa's personnel recruitment processes guarantee equal opportunities and access for any person to the different offers published, as mentioned above, with the aim of promoting the international mobility of research personnel and attracting talent to the institution.

The following are the different phases of the selection process:

- **Phase 1. Detection of recruitment needs and preparation of the offer.** In relation to the hiring of research personnel, the PI interested in carrying out a new selection process should contact the Human Resources Unit (HR Manager), to inform him/her about the situation that has arisen and jointly evaluate the application.

In this process of defining the offer, the following aspects must be considered:

- Duration of the contract.
- Type of working day (full or part-time, and in this case, the % indicating the number of hours per week).
- Estimated date of entry and salary. For the definition of the same, it is necessary to study whether there is a call for applications that establishes a specific salary or profile. In addition, for all the positions, the remuneration is defined in accordance with the salary ranges of IIS Biogipuzkoa.
- Profile to be hired (the R category must be defined in the case of research profile).
- Career opportunities if they can be realized.

Once the recruitment needs have been defined, the formal preparation of the job offer is carried out using the available forms.

In this regard, the following specific sections should be indicated in the different job offers:

- Project reference.
- Description of the general characteristics of the vacant position (functions and responsibilities) that define the competencies and content of the position, as well as the personal competencies required (training, experience, and skills). It should also include a section with the desirable/valuable requirements and career development possibilities if they can be indicated.
- Research profile in relation to the classification of research personnel (R1-R4).
- Contractual conditions depending on the economic availability and salary ranges of IIS Biogipuzkoa, which will be established by the person in charge of Human Resources.
- Duration of the contract, type of contract and possibilities of extension (linked to the candidate's possible opportunities and prospects for professional development).
- Workday.
- Expected date of discharge.
- Gross annual salary.
- The contact for more information.

- Reference to the OTM-R Policy of IIS Biogipuzkoa.
- **Phase 2. Publication and dissemination of job offers.** Once the job offer has been approved by the Human Resources Unit, a public announcement is made by the Head of the Employment Portal of the IIS Biogipuzkoa, with a minimum duration of 15 calendar days, through different channels:
 - The Institute's job offers platform (IIS Biogipuzkoa's own portal: <https://www.biodonostia.org/servicios/portal-del-empleo/>), through which the candidate must register.
 - Euraxess Platform (<https://euraxess.ec.europa.eu/>) in those positions deemed appropriate.
 - Any web page or platform in which the PI has an interest in disseminating in a specific way.
- **Phase 3. Evaluation and selection.** Once the deadline for sending applications has expired, the HR Unit will send the members of the Evaluation and Selection Committee, via e-mail, a password to access the different applications received with their CVs.

The Evaluation and Selection Committee oversees evaluating the different merits provided and identifying the best candidate for the job offer and drafts the Selection Report, based on the available models, in which the decision taken is argued. To carry out this decision, the members of the Committee have specific instructions on how to comply with the C&C and OTM-R.

Both the PI and the rest of the members of the Evaluation and Selection Committee can access through the internal platform to the list of candidates submitted to the process to carry out the corresponding selection.

In the pre-selection evaluation, scores are given based on 2-3 weighting criteria established in the offer: training and/or minimum work experience required in the offer and personal interview.

The evaluation process includes a specific phase of personal interviews, which can be carried out either in person or by telematic means. The decision on the persons to be interviewed is recorded in the Selection Record.

Once the evaluation process of the different candidates has been completed, the HR Unit sends an e-mail to all candidates to inform them of the adapted resolution, including a summary of the selection process, as well as the score obtained.

- **Phase 4. Publication of the resolution of the job offer.** Once the different candidates have been notified, we proceed to publish on the website whether the vacancy has been filled or has been vacated. Likewise, those persons who wish to resolve any queries or make suggestions for improvement can send them to the e-mail address of the Human Resources Unit: rrhh@biodonostia.org.
- **Phase 5. Administrative management of the hiring.** The HR Unit requests from the selected person the necessary documentation for the completion of the employment contract. Once the contract has been completed and signed, the person begins his/her professional activity at IIS Biogipuzkoa.

4. EVALUATION AND SELECTION COMMITTEE

The Evaluation and Selection Committee is the body in charge of carrying out the evaluation process of the different applications received for the different positions offered, guaranteeing equal opportunities, and based on the criteria and merits indicated in the different job offers published.

The Committee brings together members with different levels of experience and expertise and has an appropriate balance between men and women. In addition, where possible, members from various sectors (public and private), including from other countries, are available.

The composition of the Evaluation and Selection Committee varies depending on the type of research profile offered in the job offer. In this sense, the PI of the project (or person delegated by him/her) is always part of the process, and other profiles also participate such as: the person responsible for the research group / area coordinator, research staff of the research group, and profiles of the management area of the IIS (scientific direction and management direction, in those cases where it is necessary or persons delegated by them).

During the evaluation of the applications received, the Evaluation and Selection Committee must comply with the C&C and OTM-R principles. For this purpose, it has specific instructions prepared by IIS Biogipuzkoa to facilitate this evaluation process.

- To value the overall trajectory of the candidates as research personnel, considering their scientific achievements as well as their performance in teaching tasks, supervision of personnel, participation in committees or commissions, R&D&I management, and dissemination activities, among others.
- Evaluate the merits duly provided both qualitatively and quantitatively, considering especially those candidates with diversified professional careers and with real experience related to the job offered.
- Under no circumstances penalize interruptions in candidates' careers or chronological variations in CVs.

5. INCORPORATION OF THE SELECTED PERSON

The Human Resources Unit gives a brief tour of the facilities of the IIS Biogipuzkoa to the person hired and informs him/her about the main management aspects of the institution. Likewise, the PI or the person delegated by him/her from the research group will explain the different functions to be performed in the job position, as well as the main objectives of the group in which he/she is integrated.

6. QUALITY CONTROL

Within the framework of continuous improvement, an annual review and evaluation process of the personnel evaluation and selection process established to verify the correct compliance with the OTM-R principles will be carried out. This review will be carried out by the Human Resources Area of IIS Biogipuzkoa in collaboration with the Institute's Quality Unit.

If you have any doubts or questions related to the personnel selection policy, you can contact the Human Resources Department by e-mail: rrhh@biodonostia.org.