



# OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT POLICY (OTM-R POLICY)

## 1. INTRODUCTION

The Biomedical Research Institute of A Coruña (INIBIC) has as its mission the generation of innovative scientific knowledge of quality and international impact with the aim of transferring the results obtained to clinical practice and the productive sector, having an impact on improving the quality life of patients, greater efficiency of care and the economic and social progress of its environment.

In line with this, INIBIC is committed to the European Charters for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter & Code), promoted by the European Commission and with are the basis of the Human Resources Strategy for Researchers (HRS4R).

INIBIC, through its managing entity, the Galician Biomedical Research Foundation INIBIC, started in 2020 the necessary work to adapt the institution to the principles established by the HRS4R Strategy. In June 2021, INIBIC obtained the “HR Excellence in Research” Seal, awarded by the European Commission.

This document defines the transparent, open and merit-based recruitment policy (OTM-R) of the institution with the aim of enhancing the attraction of talent and ensuring the recruitment of the most suitable people for the different job positions on offer.

The principles governing the Institute’s recruitment policy, the different phases of the selection process in chronological order, a brief description of the selection commission and the quality control established for the recruitment policy are set out below.

## 2. PRINCIPLES

The different selection processes carried out by INIBIC through the Galician Biomedical Research Foundation INIBIC comply in all cases with the principles of equality, merit, capacity, and transparency, thereby guaranteeing equal opportunities in access to employment for any candidate regardless of gender, age, race, religion, belief, disability or sexual orientation.

The selection processes comply with the following principles:

- Equal access to employment by promoting the widest possible participation, with an evaluation of the merits and abilities of the different people presented under common criteria.
- Promoting transparency in selection processes, by disseminating job offers through different communication channels.



- Equal treatment and opportunities between women and men and people with disabilities, selecting the ideal person for each of the positions offered based on the evaluation criteria specified in the offers.

These principles are aligned with the recommendations set out in the Code of Conduct for the Recruitment of Researchers, as well as in the European Charter for Researchers of the HRS4R Strategy.

### 3. SELECTION

The various selection processes that are carried out consist of the following phases:

- ✓ **Phase 1. Preparation of the job offer.** The person requiring recruitment (PI of the project) must fill in the different annexes of the application form that will be provided by the Human Resources Area. The following sections must be completed:
  - ❖ Funding entity of the contract, title of the project, details of the principal investigator and funding required for the contract.
  - ❖ Professional profile of the candidate.
  - ❖ Requirements.
  - ❖ Valuable merits: previous knowledge, training, experience, languages, etc. The description of merits must comply with the established scale.
  - ❖ Working conditions (start and end dates of the job).
  - ❖ Duties of the position offered.

Once the various annexes have been completed by the person requiring recruitment, the Human Resources Department is responsible for validating the job offer.

Prior joint authorization from the Directorate General for Public Employment and Personnel Administration and, where appropriate, from the Directorate General for Budget and Regional Funding must be obtained before the offer can be published.

- ✓ **Phase 2. Publication and dissemination of job offers.** The different selection processes are announced in the Official Journal of Galicia and published on the job vacancies portal available on the INIBIC website (<http://www.inibic.es/empleo/>) and on the Galician Biomedical Research Foundation INIBIC website (<https://www.fundacionprofesorновоasantos.org/es/convocatorias-de-recursos-humanos/>).

The publication of the job offer includes the terms and conditions of the call for applications, the appointment of the selection committee and the model declaration of responsibility together with an indication of the documentation to be submitted by the candidates.



In addition, these job offers are also disseminated on the EURAXESS portal (<https://euraxess.ec.europa.eu/jobs/search>), within the framework of the HRS4R Strategy and with the aim of increasing competitive concurrence in the different selection processes. Those interested in participating in the selection processes must send the documentation through the website in the section of job offers.

- ✓ **Phase 3. Evaluation and selection.** Once the deadline for sending applications has ended (at least 10 calendar days), the Human Resources Department will carry out an initial review of the documentation to check that it complies with the various requirements or, if necessary, request that the documentation be corrected.

Once this review has been carried out, the Selection Board carries out the evaluation of the different applications according to the following procedure:

- ❖ Evaluation of the various merits provided by the candidates. If no candidate reaches the minimum score, the call for applications will be declared void. For the evaluation of the merits, the Selection Board may conduct an interview, either in person or online .
- ❖ Publication of the results of the evaluation with an indication of the candidates who pass to the next phase of personal interview, for which purpose a cut-off score of 70 out of 90 points is established in the merits phase.

Those who pass the cut-off score in the merit phase (70 points out of 90) go on to the personal interview phase, conducted by experts appointed by the Foundation's Management. The maximum score in the personal interview is 10 points. The final report is published to disseminate the results of the selection process.

- ✓ **Phase 4. Incorporation and hiring of the selected person.** Once the selection process has been completed, the Human Resources Department will contact the selected person to begin the process of joining **the Foundation in accordance with the terms and conditions of the call for applications.**

## 4. SELECTION COMMITTEE

A Selection Committee oversees carrying out the evaluation and selection process of the different applications presented to the job offers.

This commission is made up of the Selection Board, which is made up of the person requiring the contract (PI of the project) and the scientific director of INIBIC. This Selection Board, in accordance with the terms and conditions, evaluates the merits of the applications, awarding a maximum score of 90 points.

There is also a psychosocial evaluation carried out by an external entity appointed by the Foundation's Management , with a maximum score of 10 points.



The members of the Selection Committee must ensure that the various principles governing this OTM-R policy are complied with and must have sufficient capacity, acting based on non-discrimination and without any conflict of interest.

A conflict of interest will be considered to exist when the members of the Selection Committee see their decisions compromised for reasons of economic, family, affective or political affinity or for any other direct or indirect personal interest, as well as for any other reason set out in the Code of Ethics and Conduct of the Foundation, available on the Foundation's website. In this regard, the terms and conditions of the calls for applications state that candidates must fill in a declaration that they have no conflict of interest with any of the persons responsible for the execution of the project and/or activities related to the object of the call for applications and with any of the members of the Selection Board. The concurrence of such a situation would imply their exclusion from the selection process, in application of the rules of the call, due to the incompatibility both in the selection phase and in the eventual functional dependence during the execution of the project.

It would also entail exclusion from the selection process to have been dismissed from the service, by means of disciplinary proceedings, from any health service or public administration in the six years prior to the call for applications, and/or to have been permanently disqualified from the exercise of public functions or, if applicable, from the corresponding profession.

On the other hand, in those cases where it is considered appropriate, the presence of experts in the field, internal or external to the entity, to advise on the selection process, will be considered.

The Selection Committee will have a series of specific instructions concerning compliance with the OTM-R principles, so that it can adapt its decisions based on these aspects and take them into account in the assessment of the merits and aptitudes of the various applications.

These instructions include the following:

- ❖ To assess the different merits presented by the candidates both quantitatively and qualitatively, giving special value to those candidates who have experience in different positions and areas, as well as experience in the positions on offer.
- ❖ Do not penalize career breaks or chronological variations in the CVs of different candidates and value career development.
- ❖ Scientific aspects as well as other transversal competences such as teaching, science dissemination activities and R&D&I management, among other aspects, should be considered in the assessment.

## 5. INCORPORATION OF THE SELECTED CANDIDATE

The person who requires the hiring (PI) or the person delegated by him/her in his/her research group will oversee welcoming the person hired for the position at INIBIC. The main objectives of the research group will be explained, as well as the functions to be carried out in the job, and the short and medium-term strategic lines of the group.



After signing the corresponding contract, he/she will also receive the Guide to Good Scientific Practice, as well as other documents of interest relating to the institution.

## 6. QUALITY CONTROL

As part of the continuous improvement of the OTM-R policy, an annual review process will be carried out of the personnel selection procedure established with the aim of ensuring compliance with OTM-R principles.

If you have any doubts or questions regarding this OTM-R policy, please contact the Human Resources Department at the following e-mail address: **rrhh.finibic@sergas.es**.