

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

### 1. INTRODUCTION

The Foundation for Biomedical Research of the Hospital 12 de Octubre is the managing entity of the Institute (FIBHU12O-i+12). The Health Research Institute of Hospital 12 de Octubre (i+12 Institute) is configured as a functional structure for multidisciplinary and translational biomedical research oriented towards basic, clinical, epidemiological and health services research.

FIBHU12O-i+12 is committed to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter and Code, C&C) promoted by the European Commission within the framework of the Human Resources Strategy for Researchers (HRS4R), as well as with the Open, Transparent and merit-based Recruitment principles (OTM-R) promoted by the European Union.

In 2021, in line with the continuous improvement implemented by the i+12 Institute, the European Commission awarded the "HR Excellence in Research" seal of excellence.

This recognition has been a boost for the institute when promoting the attraction of research talent and guaranteeing the hiring of people with the best profile for every offer position. For this, it is necessary to have a personnel selection policy including the different OTM-R criteria and containing specific guidelines to recognize talent based on equal opportunities.

This document establishes the OTM-R Policy of FIBHU12O-i+12. It indicates the different principles that govern the institute's recruitment policy, the different phases of the selection process, a brief description of the Selection Commission, information on the reception process for new personnel and, finally, quality control is established to carry out a periodic update of this policy.

### 2. PRINCIPLES OF THE OTM-R POLICY

The personnel selection processes carried out at the FIBHU12O-i+12 meet the principles of equality and merit and guarantee equal opportunities in access to employment for men and women, regardless of their nationality, age, race, religion or belief, disability, and sexual orientation.

Therefore, the selection processes meet the following characteristics:

- Access to employment through free public calls based on the evaluation of the merits and capabilities of the candidates.
- Transparency in the selection processes.
- Equal opportunities between women and men and people with disabilities, which guarantee selecting the ideal person for each of the offered positions.

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

## 2. SELECTION PROCESS

The FIBHU120-i+12 selection processes guarantee equal opportunities and access for any person to the published job offers, with the aim of promoting the international mobility of research staff and attracting talent to the institution.

The different phases of the selection process are indicated below:

- **Phase 1. Preparation of the job offer.** The principal investigator who wants to incorporate personnel charged to a project must complete a template enabled by the Human Resources Area in which the following information must be indicated:
  - Funding entity of the contract, title of the project and affiliation data of the principal investigator.
  - Professional profile of the job offer.
  - Workplace.
  - Requirements that must be met: academic qualification and specific training.
  - Valuable merits: previous experience, curricular merits (publications and/or communications to congresses, handling of computer tools and languages).
  - Job tasks.
  - Professional development or promotion options, when possible.

Once the template has been completed by the principal investigator of the project, it must be sent to the Human Resources Area for validation and subsequent publication of the offer.

- **Phase 2. Publication and dissemination of job offers.** Job offers will be published on the job offer portal of the i+12 Institute website (<https://imas12.es/ofertas-de-empleo/>) and they will also be disseminated through Euraxess in order to increase the attendance of the greatest number of people to the offers as far as possible and thus advance in attracting research talent to the institution. When required and/or considered appropriate, other ways of dissemination will be evaluated
- **Phase 3. Selection and evaluation.** Once the deadline for submitting applications has closed, a first check is made of the adequacy of the applications received based on the specifications indicated in the job offer.

The Selection Committee will carry out different tasks during this evaluation phase:

- Evaluation of compliance with the admission requirements of the different candidates.
- Evaluation of the accepted applications based on the evaluation criteria and considering the measurable merits indicated in the offer.
- Validation of the interviews carried out by the Principal Investigator, to the people with the best score, when necessary.
- Proposal of the selected candidate.
- Act of selection with the election of the selected candidate.

- **Phase 4. Publication of the result of the job offer.** The resolution of the different job offers will be published on the job offer portal of the i+12 Institute. In the case of Area 1 “Research”, in the resolution of the offers, a table will indicate the score obtained by each of the candidates in the different evaluation criteria, so that the principles of transparency are met and each person can check how the process has been carried out and what aspects to be improved based on the results obtained.
- **Phase 5. Incorporation and recruitment of the selected person.** Once the selection process has been resolved, the Human Resources Area will contact the candidate to start the process of joining the FIBHU12O-i+12.

### 3. SELECTION COMMITTEE

The FIBHU12O-i+12 Selection Committee will carry out the evaluation and selection process of the ideal professional for every position offered, guaranteeing equal opportunities, and based on the criteria and valuable merits indicated in the different published job offers.

The Selection Committee will be made up of the Scientific Director of the i+12 Institute, by a member of the Research Commission, by the Director of the Foundation, by personnel from the HR Area and by the principal investigator of the research project of each of the job offers.

During the evaluation of the candidatures received, the Selection Committee must meet the following criteria:

- Evaluate the overall trajectory as research staff of the candidates, considering both their scientific achievements and their performance in teaching tasks, staff supervision, participation in committees or commissions, R&D&i management and research activities.
- Evaluate the merits duly provided both qualitatively and quantitatively, especially considering those candidates with diversified professional careers and with real experience related to the job offer.
- Do not penalize in any case the interruptions in the professional career of the candidates or the chronological variations in the CV, considering these circumstances as part of the professional evolution and as a valuable contribution to their professional development.

The Selection Committee will have specific instructions for the evaluation of the different OTM-R principles applicable during the evaluation of merits, so that they can adapt their decisions based on the available information.

#### 4. INCORPORATION OF THE SELECTED CANDIDATE

The principal investigator or person from the research group whom she/he delegates, will be in charge of carrying out the process of welcoming the recruited person to the i+12 Institute, explaining the tasks to be performed in the job, as well as the main objectives of the research group.

The recruited person, after signing the corresponding contract, will receive the Welcome Manual as well as the user number to obtain the identification card.

#### 5. QUALITY CONTROL

As part of the continuous improvement process, an annual review and an evaluation of the personnel selection process will be developed to verify correct compliance with the OTM-R principles. This review will be carried out by the Quality Area of the i+12 Institute.

If you have any doubts or questions related to the FIBHU12O-i+12 personnel selection policy, you can contact the Human Resources Area, via email: [fpersonal@h12o.es](mailto:fpersonal@h12o.es)