

IMIBIC's Policy for Open, Transparent and Merit-based Recruitment of Researchers

Open, Transparent and Merit-based Recruitment (OTM-R) is one of the pillars of the *European Charter for Researchers* and in particular of the *Code of Conduct for the Recruitment of Researchers*, that was launched in 2005.

OTM-R aims to ensure that the best person for the job is recruited and brings benefits to researchers, institutions and the wider research system as a whole. More specifically, OTM-R makes research careers more attractive, ensures equal opportunities for all candidates and facilitates mobility. Overall, it will contribute to an increase in the cost-effectiveness of investments in research.

I. Basic Principles

It is a priority for the IMIBIC to ensure that the best candidate for a given job is recruited through an open, transparent and merit-based selection process. Following these principles is deemed to foster international mobility of researchers, knowledge exchange, and ultimately increase the quality of research.

Faithful to the commitment of the IMIBIC to the Human Resources Strategy of the EU, the procedures applied for selecting and hiring personnel are governed by a set of basic principles that guarantee all persons equal access to employment in accordance with the constitutional principles of equality, merit and ability, while respecting the national and international regulations in this area, specifically the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C). We also consider that the principles of the C&C are applicable to the recruitment of all staff of the center regardless of their professional category, including not only researchers, but also technical and administrative personnel.

In agreement with the IMIBIC's Human Resources Policy, recruitment of staff of all categories will be done through competitive selection process to which the following criteria apply:

- a) **Publishing**: Information about the open vacancies will be published on IMIBIC's website and other national and international job portal(s) with wide outreach. The job offers must include a broad description of the knowledge and competences required, state the specific title of the position offered, the main functions to be performed, the criteria applied for evaluating the applications, and deadline for application.
- b) **Transparency**: The published job offers shall define the minimum requirements and evaluation criteria, and the relative importance of each of the requirements.
- c) **Equality**: The job offer must ensure that no applicant is excluded, except when the requirements outlined in the offer itself are not met. All applications fulfilling the application requirements are reviewed, by not discriminating in any way the applicants' gender, age, ethnic, national or social origin, religion, beliefs, sexual orientation, language, disability, political opinion, social or economic status.
- d) **Merit and ability**: The selection must be based on the evaluation of the CVs using predefined evaluation templates, scoring scale, interviews, technical or psychometric test or any other system to ensure the objectivity of the process. Career interruptions or chronological variations of curricula vitae are not penalized but are considered as

part of professional evolution and therefore as potentially valuable contribution to the professional development of researchers towards a multidimensional career path.

- e) **Professionalism and Impartiality:** The Selection Committee evaluating the merits of the applicants will consist of professionals of both from the area of research management and professionals or technicians with the applicable scientific knowledge, and with no conflict of interest with the candidates admitted to the selection process.

2. Selection Committee

The Selection Committee has a minimum of three members, with different levels of experience and competences, and with appropriate balance between men and women.

The Selection Committee ensures the appropriate assessment and evaluation of academic and professional qualifications, including non-official qualifications, especially in the context of international and professional mobility. The evaluation criteria should be consistent with the requirements of the position offered. The names of members of the Selection Committee are published.

3. Procedure

All open vacancies will be posted on the website of the IMIBIC, the Reina Sofía University Hospital and on additional job portal(s) with wide national or international outreach. In particular for research profiles, this shall be the EURAXESS jobs portal. All candidates who respond to a job offer will receive an email confirming receipt of their application.

After assessment of the eligibility of the candidates, a list of candidates included in the selection process will be published.

The selection procedure is competitive and consists of two phases: first, assessment of the merits based on the application, and second, an evaluation of the skills based on personal interview.

The candidates admitted to the personal interview are evaluated against the predefined and transparent criteria and results of the selection process published online.

4. Working conditions

IMIBIC offers its employees working conditions in line with Spanish labor law and the principles of the C&C, with full social security coverage and the latest technologies to carry out high quality research or technical activities. IMIBIC also fully endorses the principles embodied in the European Charter for Researchers by incorporating into its labor regulations important measures to reconcile work and family life.