

## 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 Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter & Code), promoted by the European Commission and which are the basis of the Human Resources Strategy for Researchers (HRS4R).

INIBIC, through its managing entity, the Professor Novoa Santos Foundation, 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 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 this policy are set out below.

### 2. PRINCIPLES

The different selection processes carried out by INIBIC through the Professor Novoa Santos Foundation 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 for women and men and people with disabilities, selecting the most suitable person for each of the posts 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, the HRS4R Strategy and the European Charter for Researchers.

### 3. SELECTION PROCESS

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.
  - ❖ Candidate's professional profile.
  - ❖ Requirements.
  - ❖ Valuable merits: previous knowledge, training, experience, languages, etc.
  - ❖ Working conditions (start and end dates of the job).
  - ❖ Functions of the job offered.

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

- ✓ **Phase 2. Publication and dissemination of job offers.** The different selection processes are published on the job offers portal available on the INIBIC website (<http://www.inibic.es/empleo/>) and on the website of the Professor Novoa Santos Foundation (<http://www.fundacionprofesorновоasantos.org/es/convocatorias-de-recursos-humanos/>). 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 should send the documentation through the INIBIC website in the section of employment calls.

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

Once this review has been carried out, the Selection Commission evaluates the different applications in accordance with the following procedure:

- ❖ Evaluation of the different merits provided by the candidates. If no candidate reaches the minimum score, the call for applications is declared void.
  - ❖ Conducting personal interviews with the corresponding candidates.
  - ❖ Selection of the suitable person based on the merits provided and the result of the interview.
  - ❖ Dissemination of the result of the selection process.
- ✓ **Phase 4. Recruitment 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 Institute.

## 4. SELECTION COMMISSION

A Selection Commission oversees carrying out the evaluation and selection process of the different candidates submitted to the job offers. This committee is made up of the person who requires recruitment (PI of the project) and the scientific director of INIBIC. There is also a psycho-social evaluation carried out by an external entity.

The members of the Selection Commission must ensure that the various principles governing this OTM-R policy are complied with and must have sufficient capacity, acting based on non-discrimination criteria and without any conflict of interest. A conflict of interest will be considered to exist when the members of the Selection Commission see their decisions compromised for reasons of economic, family, affective, political affinity or any other direct or indirect personal interest, as well as for any other reason listed in the Code of Ethics and Conduct of the Professor Novoa Santos Foundation, available on the Foundation's website.

Any situation that is perceived as a potential conflict of interest will be managed in accordance with the provisions of the Anti-Fraud Measures Plan drawn up by the FPNS, available on the organisation's intranet.

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 Commission will have a series of specific instructions regarding compliance with the OTM-R principles, so that it can adapt its decisions based on these aspects and take them into account when assessing the merits and aptitudes of the different candidates.

These instructions include the following:

- ❖ Assess the different merits put forward by the candidates both quantitatively and qualitatively, giving special value to those candidates who have experience in different positions and areas, as well as real experience in the position on offer.
- ❖ Do not penalize career breaks or chronological variations in the CVs of the different candidates and value professional development.
- ❖ Consider in the assessment both scientific aspects and other transversal competences such as teaching, science dissemination activities and R&D&I management, among other aspects.

## 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, the person will also be given the Guide to Good Scientific Practices, as well as other documents of interest related 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 queries or questions regarding this OTM-R policy, please contact the Human Resources Department by e-mail: [fundacion.profesor.novoa.santos.rrhh@sergas.es](mailto:fundacion.profesor.novoa.santos.rrhh@sergas.es) / [Susana.Junquera.Gestal@sergas.es](mailto:Susana.Junquera.Gestal@sergas.es)