Open, Transparent and Merit-Based Recruitment Policy OTM-R Policy

1. INTRODUCTION

The **Galicia Sur Health Research Institute (IISGS)** is a multidisciplinary research space in Biomedicine, based in the Álvaro Cunqueiro Hospital in Vigo, made up of the clinical research groups of the Health Areas of Southern Galicia and the biomedical research groups of the University of Vigo, with the aim of promoting translational research and innovation, thus ensuring the effective application of research results in terms of benefits for the health of citizens.

The IISGS 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 open recruitment principles, transparent and merit-based (**OTM-R**) promoted by the European Union.

In 2022, the IISGS, through its managing entity, the Galician Public Foundation for Biomedical Research Galicia Sur (FPGIBGS, Fundación Pública Gallega de Investigación Biomédica Galicia Sur), in line with the continuous improvement implemented in this regard by the institute, obtained "**HR Excellence in Research"** award.

In line with this distinction, it is necessary to have a personnel recruitment policy that includes the different OTM-R criteria and contains specific guidelines regarding the personnel selection process.

This document sets out **the OTM-R Policy of the IISGS**. It defines the principles that govern the institute's recruitment policy, the different phases of the selection process, the process of welcoming new staff and, finally, the systematic monitoring and evaluation of the process in order to carry out continuous improvement and regular updating of our OTM-R Policy.

2. OTM-R POLICY PRINCIPLES

The IISGS's OTM-R policy is aimed at developing a research-friendly work environment that contributes to the mobility of researchers, in line with the compliance of the general principles and rights recognised in the current legislation, considering the recommendations set out in the C&C and the OTM-R criteria.

Furthermore, the entity also has a Guide to Good Recruitment Practices (GGRP) that has been updated in 2023. It includes, among other aspects, the personnel selection process, including information on aspects to be considered in it, as well as the resolution of possible complaints that may be presented.

In accordance with the GGRP, the principles governing the OTM-R Policy of the IISGS are defined:

- ✓ Publicity of the selection processes.
- ✓ Transparency in the selection processes and valuation of merits.
- ✓ Impartiality of the members of the Selection Committees.

- ✓ Equality of opportunities.
- ✓ Adequacy between the content of the selection processes and the functions or tasks to be carried out.
- ✓ Efficiency and effectiveness in the different selection processes.

These principles are aligned with the European Charter and Codes, as well as the OTM-R principles.

3. SELECTION PROCESS

The IISGS personnel selection processes that are carried out comply with the principles mentioned above, guaranteeing equality of opportunities, access to everyone and are also aimed at making the research career more attractive.

The different phases of the selection process are indicated below:

- **Phase 1. Preparation and dissemination of the job offer.** In relation to the recruitment of research staff, the principal researcher provides the centre's management staff with a model of request of staff recruitment in order with the internally established guidelines.

  Once this recruitment application is available, the job offer form is prepared in which the following aspects are indicated in relation to the job offered:

  - Category.
  - Required titles.
  - Other information of interest about the project or line of research.
  - Conditions.
  - Duration.
  - Term.
  - Requirements and merits that can be assessed.
  - Other information of interest.

  It is worth mentioning that job offers provide a description of the knowledge and skills required for the position, which is sufficiently open to avoid limiting the number of applicants.

- **Phase 2. Publication and dissemination of job offers.** Once the job offer form is reviewed and approved, the deadline for submitting applications begins, which is normally established at 10 calendar days, as stated in the GGRP.

  Job offers are disseminated through the entity's offers management platform, which provides information on the position offered, the requirements and the selection process. Employment - Fundación Biomédica Galicia Sur (fundacionbiogipmedica.es)

  Job offers are also disseminated through other communication channels:

- Social networks of the IISGS and of the Foundation.
- Euraxess Platform (https://euraxess.ec.europa.eu/) in positions aimed at research personnel.

- **Phase 3. Evaluation and selection.** To carry out the evaluation and selection of the candidatures, a Selection Committee is appointed that is made up of at least the principal researcher and one other member of his/her team, a representative of the management area and it is also recommended that people from other fields of knowledge participate in it. The members of the Selection Committee have the appropriate training to be able to make decisions about the selection process. When a member who does not have experience joins, from the HR area they are informed about the procedure and the GGRP is provided.

  To carry out the selection of the suitable candidature, the Committee may carry out the tests that it deems appropriate, provided that the principles of the recruitment process are respected. A review of the merits provided, and a personal interview of the different candidatures are usually carried out.

  The different candidatures are scaled based on the objective criteria established in the call offered and these scoring scales are made available to candidates who request them.

  Under no circumstance criteria is applied that can be considered discriminatory, such as those related to age, sex or disability. Nor is the fact that the candidate has enjoyed leaves of absence or interruptions in his/her research career penalized, if he/she demonstrates that he/she meets the requirements of the position offered.

  After the selection process of the candidates, the Selection Committee meets to make the final decision. It is responsible for interpreting the requirements, competencies and suitability of each of the candidates and can declare the call void if it decides that none of the profiles that have been presented meet the necessary conditions to access the position announced. A selection record of applications is carried out in which the offer and the position are identified, the composition of the Selection Committee, the summary of the selection process and the list of candidates and scores obtained.

- **Phase 4. Awarding.** Once the resolution has been adopted by the Selection Committee, the HR manager contacts the selected person via email to communicate the decision indicating the date of incorporation, as well as the necessary documentation for the formalisation of the employment contract.

- **Phase 5. Resolution of the selection process.** Once the selection process has been completed, the resolution of the call for applications is issued and all the candidates presented are informed of it.

4. INCORPORATION OF THE SELECTED PERSON

The HR Area sends an email to start the activity to the person hired, in which they are welcomed to the IISGS, and documentation of interest is attached to facilitate their incorporation and integration, among which are:

- Welcome Manual.
- Contingency plan and safety recommendations.
- Information on the rights and obligations of staff and applicable legislation.

A link to the Institute's intranet and personal password is also sent, as well as information of interest and a contact to HR for any clarification in this regard.

5. MONITORING AND EVALUATION

As part of encouraging continuous improvement, an annual audit of the recruitment procedure will be carried out with the aim of ensuring compliance with the OTM-R principles. The IISGS Quality Committee will oversee carrying out the quality control of this OTM-R policy.

If you have any questions or concerns related to the IISGS personnel recruitment and selection policy, you can contact the Human Resources Area, via email: rrhh@iisgaliciasur.es