

POLICY OTM-R IdISBa

1. Introduction

It is essential for IdISBa to orient its policies and actions to the recommendations of the European Commission's Human Resources Strategy for Researchers.

The Human Resources Strategy for Researchers (HRS4R) addresses the rights and responsibilities of researchers, as well as those of their employers, contributing to the creation of a labor market that is attractive to the interests of the scientific community, that enjoys full transparency and that allows them to develop their scientific careers in a motivating environment. This strategy supports research institutions and funding agencies in implementing the principles of the European Charter of Researchers and the Code of Conduct for the Recruitment of Researchers.

2. Principles

The selection and recruitment processes for IdISBa personnel are governed by a series of basic principles that guarantee equal access to employment for all, in accordance with the constitutional principles of equality, merit, capacity and publicity and with respect to national and international standards on the subject and, specifically, in 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 and hiring of all the center's personnel regardless of their professional category, including research personnel, technical personnel and personnel in the management and services area.

To this end, we must consider Open, Transparent and Merit-based Recruitment (OTM R), as a set of tools for implementing recruitment practices that involve open, transparent and merit-based recruitment within research organizations; all of which are highly linked to C&C.

The five principles that inspire the recruitment system are:

- **Publicity**

Job offers and the selection criteria are published on the IdISBa website and on a job portal of wide national or international dissemination (such as EURAXESS, I+D+i Madrid Ciencia y Tecnología), depending on each case. The published offer must indicate the details of the

knowledge and skills required for the position, the content of the main functions to be performed, the mandatory requirements and those that can be assessed, as well as the closing date of the offer. The offers must be published in Spanish, Catalan and English.

- **Transparency**

The bids will define the access requirements, the aspects to be valued and their weighting

- **Equality**

The call for applications must guarantee that no one is excluded, except for not meeting the requirements established in the call for applications. All applications that meet the minimum requirements will be evaluated, without discrimination on the basis of gender, age, ethnic, national or social origin, religion, beliefs, sexual orientation, language, disability, political opinion, social or economic status..

- **Merit and skill**

The selection must be based on the evaluation of the curriculum vitae or through a previously established scale, interviews, technical or psycho-technical tests, or any other system that ensures the objectivity and rationality of the process. Career breaks or chronological variations in the CV will not be penalized, but will be considered as part of the evolution of the research personnel towards a multidimensional professional career.

- **Professionalism and impartiality in the procedure**

The selection committee will be composed of professionals from the research management area and science professionals or technical personnel from the different departments and areas, ensuring that there is no conflict of interest with the candidates admitted to the selection process.

4. Selection process

To ensure that IdISBa's personnel selection processes comply with the aforementioned principles, the following phases are carried out in the process:

4.1. Phase of preparation and dissemination of the job offer

The process can be initiated through different ways, being these:

- At the request of the head of a research group.
- At the request of the head of a management unit.
- At the request of the Institute's management.

Once the HR staff is aware that the call for applications can be made, they coordinate with the management and scientific direction of the institute to determine the composition of the panel.

Once the composition of the selection board has been decided, the department prepares the terms and conditions of the call for applications, ensuring compliance with the labor regulations in force and applicable to the institution.

These rules are prepared taking into account that the minimum period for the presentation of candidatures is 15 working days.

The bases of the call are adapted to the specificities of the same and to the valued characteristics of the candidate, taking into account the information provided by the personnel responsible for the hiring.

Job announcements are advertised in the Human Resources/Job offers section of the IdISBa website, in EURAXESS, social networks (Facebook, Instagram, Twitter, LinkedIn, REGIC). Depending on the type of call it is also advertised on other notice boards of official schools, specific sources.

4.2. Selection and evaluation phase

Once the HR staff is aware that it is possible to carry out the call, it coordinates with the Institute's Management and Scientific Direction to determine the composition of the tribunal, whose requirements and conditions of its composition will have to comply with the provisions established in the regulations for the provision of public sector jobs.

Committees shall be composed of a minimum of three persons and shall be of parity, with no less than one-third of one gender in their membership. The committee as a whole must have an adequate level of professional experience, qualifications and competencies to evaluate the candidacies.

In addition, for research personnel, complying with Article 28 of Decree 17/2019, of March 15, approving the Statute of the labor research personnel at the service of the health research institutes of the Balearic Islands, for positions with indefinite character, the selection committees must include research personnel of recognized international trajectory, external to IdISBa. The members of the committee may not have a conflict of interest with respect to the call in question. Temporary staff selection committees may also include research personnel external to the Institute.

The selection board is in charge of evaluating the requirements and merits indicated in the call for applications. After the selection process of the candidates, the selection board meets to make a final decision. After this meeting, the results of the decision are recorded in the minutes.

5. Incorporation and reception

At the time of signing the contract, the HR unit will deliver the following documentation according to the profile of the new employee:

- - Welcome manual
- - Collective agreement
- - Quality policy
- - IdISBa Strategic Plan
- - Prevention Plan
- - Emergency plan
- - Risk sheet for the area or work station
- - Information systems management
- - Protocol for dealing with harassment at work
- - Safety manual for laboratories and animal experimentation centers (researcher profile)

6. Quality control

If you have any doubts or questions regarding IdISBa's recruitment and selection policy, please contact the HR Unit at the following e-mail address: idisba.rrhh@ssib.es.