

2018

OPEN, TRANSPARENT AND
MERIT-BASED RECRUITMENT OF
RESEARCHERS (OTM-R)



**Instituto de Investigación
Sanitaria La Fe**

Personnel Selection Policy of R&D&I

Contenido

1. Introduction:.....	2
2. Job Announcement and application phase:	3
3. Selection and evaluation phase:	3
4. General Evaluation :	4
5. References:	4

1. Introduction:

The Health Research Institute Hospital La Fe (IIS La Fe) is aware of the fact that its most important strength and most valuable asset are the human resources.

Our Human Resources policy is based on creating the ideal environment of working with quality, determination and commitment, in a way that the staff consider themselves as a fundamental part of the IIS La Fe.

We are a nationally and internationally renowned Health Research Institute, and we have the privilege of having access to crucial infrastructures of the University and Polytechnic Hospital La Fe. We offer working conditions and supporting services to our researchers so that they can develop their talent and enhance their professional profile in our institution.

The Human Resource Development area of the IIS La Fe promotes communication, learning and professional development with the help of trainings linked to the strategic and professional needs, and provides a flexible working environment by eliminating all traces of gender, disability and origin barriers.

The IIS La Fe is committed to The European Charter for Researchers (1) and The Code of Conduct for Recruitment (2) promoted by the European Commission within the framework of Human Resources Strategy for Researchers (HRS4R) (3). In 2015, our continuous progress in this area brought us the HRS4R excellence award.

Our institution needs to attract the best talents and make sure that we employ the best people for corresponding positions. To attain this goal, a sound strategy should be followed and for this reason, the IIS La Fe apply the basic criteria that are promoted by Steering Group of Human Resources Management of the European Commission of the Open, Transparent and Merit-based Recruitment of Researchers (OTM-R) (4) in selection/recruitment of researchers. Such criteria provide the fundamentals of recognizing talents based on equality of opportunity for all the candidates and facilitate mobility in the international environment.

Additionally, we rely on the Code of Conduct of the IIS La Fe which encompasses ethical and professional aspects of our institution and we expect all the personnel and researchers to follow it and collaborate in its fulfillment.

2. Job Announcement and application phase:

All selection processes of the IIS La Fe begin with the request of Principle Investigator of the research project to which the employment contract is going to be associated.

Recruitment should be done through a public call in which the requisites of the working position regarding education, previous experience and other qualifications are clearly stated.

The calls will be published on Job offers section of the IIS La Fe website, Euraxess, and social networks (Twitter, LinkedIn, Facebook,...). If necessary, they will also be published on notice boards of universities, official schools and other related places. Additionally, the call could be published in different official schools and/or in specific cases the announcements could be put on portals such as Infojobs, etc.

Duration of call publication: the call should remain published during the period of at least one month on the website of IIS La Fe.

3. Selection and evaluation phase:

The process of selection guarantees the principles of publicity, transparency, equality, merit, capability and competency. In the first place, the Principal Investigator of the project to which the employment contract will be associated, will carry out a first selection of candidates based on the requisites of the call and then nominates an evaluation committee that is authorized to carry out the appropriate assessments, as far as they are not discriminative.

The selection tribunal will be formed by:

- Director of the IIS La Fe who presides over the committee.
- Head of Personal of the Hospital.
- Principle Investigator of the project to which the call belongs.

The selection tribunal examines the requisites, competencies and adequacy of the candidates taking into account the prior selection of the Principle Investigator. The name of selected candidate and/or substitutions (if necessary) will be published in the tribunal proceeding.

If based on the published criteria, the existing candidates do not comply with the necessary conditions to access the called position, the tribunal can declare the call uninhabited.. If the case is declared uninhabited, the reasons should be indicated.

The candidates will be kept informed about the status of their candidacy through the website (www.iislafe.es) until the final resolution is published.

4. General Evaluation :

The principal investigator or his/her delegate, will be in charge of the reception and integration of new researcher by explaining properly, among others, the main objectives of the group, the strategic lines, the roadmap of his/her job, and group members and supervisors, to the researcher.

The employee will receive the user name and password to access his/her personal area of the IIS La Fe website, where he/she can access the following:

- Welcome Manual and Orientation Guide.
- Regulatory rules governing clinical activity .
- Information on Occupational Risk Prevention.
- Holiday regulations.
- Permission application forms.
- Work calendar.

5. References:

- 1) <https://euraxess.ec.europa.eu/jobs/charter/european-charter>
- 2) <https://euraxess.ec.europa.eu/jobs/charter/code>
- 3) <https://www.iislafe.es/es/investigacion/personas>
- 4) <https://euraxess.ec.europa.eu/useful-information/policy-library#document-collapsibleresearch-careers-strengthenedhrs4r-process>