

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

1. INTRODUCTION

Fundación Jiménez Díaz Health Research Institute (IIS-FJD) is committed to the European Charter for Researchers and the Code of Conduct for Recruitment of Researchers promoted by the European Commission within the framework of the Human Resources Strategy for Researchers (HRS4R).

In line with this commitment and through the alignment of the different policies of the institution with the HRS4R Strategy, on September 28, 2020, the IIS-FJD obtained the "HR Excellence in Research" Award by the European Commission to those institutions that work to guarantee open, transparent and merit-based recruitment processes for researchers.

The IIS-FJD also has a Scientific Integrity Committee, established in 2017, whose main mission is to support the quality of research, preserving its integrity and guaranteeing the monitoring of good research practices, as well as attending to queries and arbitrating in conflicts that may arise in this area. Through this Committee, training activities are promoted for the institution's staff in relation to the needs and guidelines relating to the ethical and deontological aspects of biomedical research.

To advance in attracting talent and guaranteeing the hiring of suitable professionals for the different offered positions, it is necessary to carry out a specific strategy in the field of research personnel selection from the IIS-FJD based on the OTM-R criteria.

This document establishes the OTM-R policy of the IIS-FJD, indicating chronologically the different phases of the institution's recruitment process from the initial phase of preparation and publication of the offer to the final selection of the candidate.

2. PRINCIPLES OF THE OTM-R POLICY

The IIS-FJD has implemented a series of initiatives for the promotion and development of its professionals, regardless of their age, disability, gender, nationality, race, religion, or sexual orientation.

Based on this, the personnel selection processes guarantee the following principles:

- Access to employment through the principles of equality, merit, and ability, promoting the maximum possible participation.
- Access to employment for people with disabilities in conditions that guarantee equal opportunities.
- Guarantee specific measures of equal treatment and opportunities between women and men.
- Promotion of transparency in selection processes.

The IIS-FJD also has measures aimed at reconciling family and professional life and the possibility of having a flexible work schedule.

On the other hand, it should be noted that the Institute offers its employees the use of different platforms and support services for research, as well as spaces to promote the development of its activities, through a professional, diverse, and inclusive environment.

1. RECRUITMENT PROCESS

The recruitment processes carried out by the IIS-FJD consist of the following phases:

- **Phase 1. Preparation of the job offer.** At the proposal of the person promoting the hiring and in collaboration with the research management area of the IIS-FJD, the characteristics of the job offer are established. A template is available to researchers in which the following sections must be included:
 - Description of the job offered and the specific tasks to be performed.
 - Type of recruitment: researcher profile/technical profile, type of contract, date of incorporation and benefits associated with the position (salary, resources, facilities).
 - Minimum and specific requirements to value.
 - Aspects related to professional development, where appropriate.

- **Phase 2. Dissemination of the job offer.** The different job offers will be published in a bilingual format (Spanish and English) through the job offer portal of the IIS-FJD website. (<https://www.fjd.es/iis-fjd/es/formacion-empleo/ofertas-empleo>) and will also be disseminated through the Euraxess portal, with the aim of maximizing attendance at the different calls and advancing in attracting research talent to the institution. Other ways of disseminating calls will be evaluated, if necessary.

- **Phase 3. Evaluation and selection of the ideal person for the position.** Once the deadline for submitting applications has expired, the Selection Commission will oversee evaluating the different proposals received, carrying out the following tasks:
 1. Selection of the admitted candidates, after evaluating compliance with the minimum requirements for the position.
 2. Evaluation of the admitted candidates, based on the specific evaluable requirements.
 3. Carrying out interviews with the people with the best evaluation of merits, when necessary.
 4. Selection of the ideal person to occupy the offered position based on the different evaluation criteria.

- **Phase 4. Publication of the resolution of the job offer.** The resolution of the selection process will be published by the IIS-FJD, indicating the name and surname(s) of the selected person(s) and, if applicable, the candidates who remain in a reserve situation. To comply with the principles of transparency, the result of the selection process will be published with the details of the score obtained for the different applications with a breakdown of the different evaluation sections and anonymizing the applications as far as possible. In this way, everyone will be able to know how the process has been carried out and those aspects to be improved based on the result obtained. A contact email (rrhh.investigacion@quironsalud.es) will also be provided so candidates not selected can request personalized information and thus contribute to their professional development, promoting transparency in the selection processes.
- **Phase 5. Appointment and hiring of the selected person.** In this last phase, the selected person(s) will receive all the relative information to start the process of hiring and joining the IIS-FJD.

4. SELECTION COMMISSION

The Selection Commission in charge of evaluating the different job offers will be made up of a minimum of three members, including the principal investigator of the project or the person promoting the contract, a representative of the research management area of the IIS- FJD, and a third person designated by the contract promoter, who is independent of the research group.

The members of the Selection Committee must meet the capacity requirement, act based on non-discrimination criteria and have no conflict of interest. The Commission may count on the presence of external experts for advice when necessary during this selection process.

The Selection Commission will have information regarding the OTM-R principles applicable to the evaluation of merits, through specific instructions, so that they can adapt their decisions to these aspects.

5. GENERAL EVALUATION

The principal investigator responsible for the offer, or the person delegated by him/her, will oversee carrying out the process of welcoming the new researcher to the IIS-FJD. They must inform on the main objectives of the research group, as well as the strategic lines and the short and medium-term objectives, so that the person who joins can know the context of the group and the institution.

With the signing of the contract after their incorporation, the person incorporated will also receive relevant information about the IIS-FJD, and the Welcome Manual for Research Staff, the Code of Good Practices in Research and different rules and operating procedures of the institution.

6. QUALITY CONTROL

An annual process of evaluation of the personnel recruitment process will be carried out with the aim of verifying the correct compliance with the OTM-R principles by the Quality Area of the IIS-FJD.

If there is any doubt or question regarding the hiring and selection policy of the IIS-FJD, you can contact the Human Resources Area, via email rrhh.investigacion@quironsalud.es