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CIC biomaGUNE

**Open Transparent and Merit –Based
Recruitment Policy**

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CIC biomaGUNE Open, Transparent and Merit-Based Recruitment Policy is summarized below and is based on the document *The toolkit: a step-by-step guide to better OTM-R practices*¹.

1. Advertising and application phase

In line with the principles "Recruitment" and "Transparency" of the Code of Conduct for the Recruitment of Researchers, a job offer will have to be completed by the recruiting unit, as concise as possible and include links to more detailed information online. The job offer shall include information on:

- Description of the organization and recruiting unit/laboratory
- Job title, technical specifications, and duties to be performed.
- Researcher career profile with the respective 'required' and 'desirable' qualifications and competencies
- Description of the vacant position, the amount of vacancies, and the related tasks.
- Working conditions related to the job offer (type of contract and duration) and starting date
- Period for receiving applications.
- Project Funding
- Information on the application procedure and data protection.
- A reference to the institution's equal opportunities and OTM-R policies

Job offers will be reviewed and approved by the HR department before being published.


All vacancies will be posted by IT department on CIC biomaGUNE website (<https://www.cicbiomagune.es/job-offers>), following the criteria of an open and transparent recruiting policy.

To ensure the confidentiality of the information and to comply with the data protection policy, all applicants must apply through a specific online form for each job offer

Job offers will also be advertised on Euraxess, sciencecareers.eus and other relevant portals and announced on our social networks (twitter, facebook, LinkedIn) among others.

Job offers will always be presented in English, in order to ensure the potential participation of international candidates.

¹ https://cdn4.euraxess.org/sites/default/files/policy_library/the_toolkit_-_a_guide_to_better_otm-r_practices.pdf

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The request for supporting documents will be strictly limited to those needed in order to make a fair, transparent and merit-based selection of the applicants.

All applicants will receive an (automated) e-mail acknowledging that their application has been received and providing them with further information on the recruitment process. In this communication, applicants are informed that they will only be contacted in case their application is shortlisted.

2. Evaluation and selection phase

2.1 Setting up selection committee


The selection process shall be conducted by a selection committee aware of the principles of the OTM-R policy. The selection committee should be gender balanced and composed by at least 2 people and ideally 3. They should be appointed for each opening and have no-conflict of interest. The people who participate must have the knowledge and the necessary experience to be able to evaluate the candidate and be aware of the needs and requirements of the position based on the project objectives.

2.2 Screening and interviewing

The selection phase begins with the screening and evaluation of the applications received. The process may involve one or more steps, e.g., pre-screening to check eligibility, shortlisting of candidates for interviews, remote interviews by telephone or skype or face-to-face interviews.

In line with the Code of Conduct for the Recruitment of Researchers, the criteria for selecting researchers will focus on both the candidates' past performance and their future potential, always according to the profile of the post.

Merit should be judged qualitatively as well as quantitatively, focusing on results within a diversified career path, taking into account career breaks, lifelong professional development and the added value of non-research experience.

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It is strongly recommended to make use of the European Framework for Research Careers which identifies both necessary and desirable competences for each of the four broad profiles for researchers (R1 to R4).²

3. Appointment phase

Once the selection process is completed, the person responsible from the recruiting unit/laboratory must notify the decision to the HR department. An "Employment Proposal" form will be completed and after verifying compliance with the necessary administrative requirements, the document will be validated by both the Scientific Director and the General Manager.

Once the previous validation has been carried out, an acceptance letter will be sent to the selected candidate specifying the contract details: type of contract, period, endowment, probationary period, starting date, etc.

In line with the principle "Transparency" of the Code of Conduct for the Recruitment of Researchers, once the candidate accepts the offer, shortlisted applicants will be informed about the result of the selection process. All applicants are entitled to further feedback upon request.

² <https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>