Open, Transparent and Merit-Based Recruitment Policy at IQS

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INDEX

1. **Scope**

IQS is among the 1200 European research organizations that have adhered to the European Charter for Researchers and a Code of Conduct for the Recruitment of Researcher.

This procedure applies to research job positions included in RDI **projects funded by public or private organizations that either recommend or oblige to take measures to implement the European Charter for Researchers and the Code of Conduct for the Recruitment of Researcher** such as:

- Research Programmes from the European Union (Horizon 2020, Horizon Europe, Life Programme Justice Programme)
- Research Programmes from the Spanish State Agency (Plan Estatal AEI)
- EFDR Operational Programme at the regional level (FEDER programmes such as RIS3CAT, Emerging Technologies, etc).

The different publication channels for job advertisements will be analysed in each specific case. The channels may be, among others:

1. National or international
2. General or specific to an area.

2. Objective of IQS recruitment process:

The objective of any recruitment process at IQS is to support the institution's strategic development plans in the short, medium, and long term by hiring people who are a good fit with the future direction of research lines and management departments.

The IQS recruitment process enables us to approach the **attraction of talent following the same guidelines in all processes, to establish the process flow and standardise candidate assessment criteria**. Moreover, it enables us to share information amongst the interested parties in order to facilitate and speed up the process from beginning to end.

Every recruitment process must be supported by a prior analysis of the position that is being offered. This analysis must, at the very least, consider the main mission of the post, the added value that it will bring to the department, the job responsibilities, and a scientific and professional career plan.

The personalised definition of the scientific and/or professional career plans will enable us to increase the employee's degree of commitment to the institute, and as a result, to contribute towards the achievement of its strategic objectives.

Through the objective participation of the people involved in the process, we guarantee both success and the incorporation of profiles which match the requirements of the positions offered.

3. Principles of the recruitment process at IQS

Our **recruitment principles** are as follows:

- Equal opportunities
- Respect for cultural diversity
- Transparency
- Evaluation based on scientific merit and/or professional career
- Professional and personal potential of candidates
- Alignment of professional competences and attitudes with the culture and identity and mission of IQS.

4. Candidate assessment criteria

This list is merely an example and may be adapted to suit the characteristics of each recruitment process and vacancy that is to be filled.

Scientific Merits:

- Academic Degrees
- Academic grades
- Research excellence
- Research potential
- Publications/Patents
- Creative thinking
- Experience in writing competitive proposals
- Willingness to travel and participation in research visits
- Potential eligibility for national and international fellowships
- Co-supervision of interns, Masters, PhD and/or students
- Oral and written expression and/or presentation skills
- Networking abilities
- Outreach activities.

Personal Skills:

- Ability to work independently (initiative)
- Resilience
- Assertiveness
- Motivation
- Self-awareness/Self-criticism
- Team working
- Adaptability
- Alignment of personal competences and attitudes with the identity and mission of IQS.

5. **Phases or process flow**

The recruitment process has the next phases:

1. **Job opening Request and Approval**
   - The Principal Investigator (PI) identifies vacancies for Research Projects.
   - When there is a project identified, the Research Office reviews the conditions of the project's Call.
   - PI and the Research Office prepares *a Job Position Request (Appendix 1)*, and send it to the Research Director.
   - If the Research Director approves the request, the IP defines the profile of the researcher and prepares the *Euraxess Template (Appendix 2)* and the *IQS Profile Template (Appendix 3)*.
   - These profile's documents are sent to the HR Department, who reviews the profile and decides where to publish the offer.

2. **Publication, dissemination**
   - HR publishes at Euraxess, Biocat, Infojobs, etc.
   - Communication Dept. publishes the offer at IQS website and Social Network.
   - HR sends the links to Research Director, Research Office and PI.
   - PI and Research Director disseminate the offer and links with the offer among their own network.
   - Research Office makes screenshot of the publications for their audit files.

3. **Establishment of the players in the recruitment process**
   - Research Director proposes the composition of the Selection Commission to HR Director.
   - The Selection Commission should bring together diverse expertise and competences and should have an adequate gender balance. It will be formed, as minimum, by:
     o Research Director
     o HR Director
     o Identity and Mission Delegate
     o Principal Investigator
     o Other members proposed by the Research Director (Managing Director, Head of Research Group, specialist, etc.)
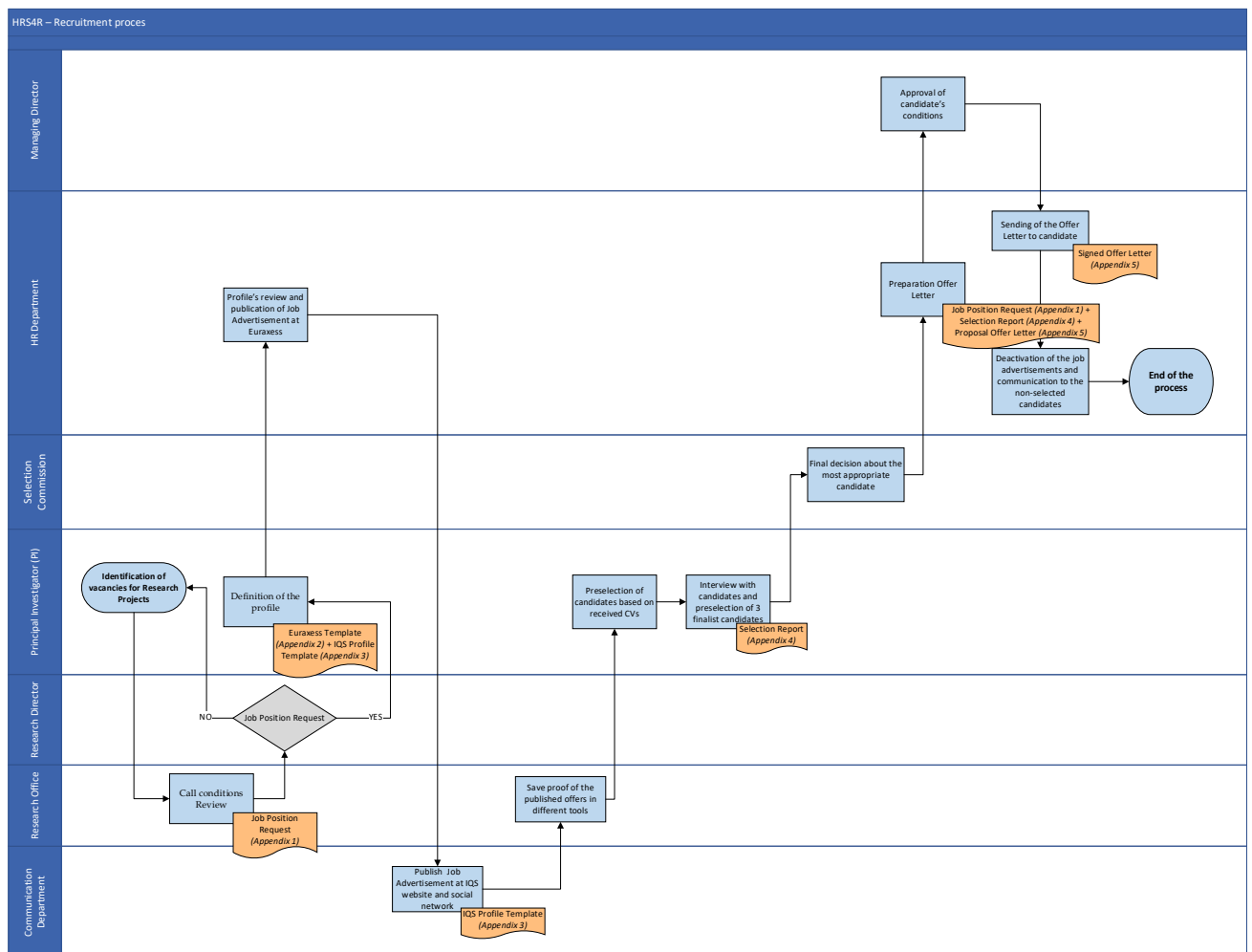
4. **Preselection**
   - PI preselects candidates among the received cvs.
   - PI makes interviews to candidates to select the 3 finalist candidates.
   - PI proposes through the *Selection Report (Appendix 4)* the 3 finalist candidates to the Selection Commission.

6

5. Interviews and final decision

- Selection Commission could consider making an interview to the 3 finalist proposed candidates.
- The Selection Commission decides the most appropriate candidate.
- The Selection Commission sends to HR the *Selection Report (Appendix 4)* with the final decision to prepare the job offer.

6. Job offer and closure

- HR Director sends to Managing Director the *Selection Report (Appendix 4)* with the final decision and the *Offer Letter Proposal (Appendix 5)*.
- Once the Managing Director has approved the hiring, HR Director sends the *Offer Letter Proposa*l *(Appendix 5)* to the selected candidate.
- When the candidate accepts the offer letter, HR deactivates the job advertisements and sends a communication to the non-selected candidates.
- Closure of the process.

Appendix. Documents and Templates of the process

1. Job Position Request (prepared by PI + Research Office)
2. Euraxess Template (prepared by PI)
3. Example of IQS Profile Template (prepared by PI)
4. Example of Selection Report (prepared by PI & HR)
5. Example of Offer Letter Proposal (prepared by HR)