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IrsiCaixa Recruitment Policy


Document	Policy
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Date	July 18, 2019
Institute	Fundación Privada Institut de Recerca de la Sida-Caixa
Objective	To establish the criteria and procedures for open, transparent and merit-based hiring of staff
Classification	INTERNAL DOCUMENT
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1. Background

Effective recruitment and selection are basic and crucial to the success of **IrsiCaixa** and its staff. To achieve the strategic objectives of IrsiCaixa and the ability to make a positive contribution to science and society, it is essential to find people with the skills, experience and qualifications necessary to perform the tasks required by IrsiCaixa.

This Recruitment Policy is designed so that the institute aims to apply standards of best practices in the recruitment and selection of personnel, and that those involved in the recruitment process act in a fair, open and equitable manner, free of bias and discrimination.

This policy establishes the criteria and procedures for open, transparent and merit-based hiring of staff, which is one of the main priorities of the European Research Area (ERA), is one of the pillars of the **European Charter for Researchers** and, in particular, the **Code of Conduct** for the recruitment of researchers. This also takes into account the current legislation on employment, equality and diversity and data protection. IrsiCaixa is also committed to equality and diversity and implements an action plan with the aim of improving them through its Gender Equality Plan.

2. Scope

The policy described in this document applies to all IrsiCaixa members involved in the recruitment for research staff. This excludes visitors and collaborators.

Additional criteria and procedures in the Recruitment and Selection process may be applied or may differ when hiring Group Leaders, postdocs within COFUND calls or other competitive calls and PhD Students, as they are being recruited within the IrsiCaixa wide PhD call.

All those who are involved in the recruitment and selection of staff are expected to observe this policy in order to ensure their actions are consistent with the principles and procedures of the same.


3. Policy Statement

IrsiCaixa is fully committed to providing all applicants with equality of opportunity in employment. IrsiCaixa is an equal opportunities employer. All applicants are treated equally during the recruitment process. All the scenarios of other recruitment processes must conform to the following processes:

- Workers Statute by Spanish Law.
- European directives provided by ECC about non-discrimination.
- Personal Data protection Law

In addition, IrsiCaixa is committed to the principles promoted by the European Commission to ensure the status and transfer of recruitment processes:

- Code of Conduct for the Recruitment of Researchers
(https://euraxess.ec.europa.eu/sites/default/files/am509774cee_en_e4.pdf).
- OTM – Principles

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4. Objectives

The following objective apply to all those involved in the recruitment and selection of new personnel:

1. To ensure that the recruitment and selection process meets the operational and strategic requirements of IrsiCaixa.
2. To ensure that the recruitment and selection process is conducted following the principles and procedures of this policy guaranteeing the principles of transparency, merit, capacity, equality of opportunities and efficiency.
3. To ensure compliance with equality and diversity regulations (*Organic Law 3/2007, of March 22, for the effective equality of women and men*) by promoting equal opportunities during recruitment and selection.
4. To ensure compliance with personal data legislation and adhering to the appropriate levels of security (*Organic Law 3/2018, of December 5, on Data Protection and Guarantee of Digital Rights and the Regulation (EU) 2016/679, General Data Protection (GDPR)*).
5. To ensure the treatment of applications with the utmost confidentiality and discretion.

5. Responsibilities

The general manager is responsible for employing the best available people to fill vacancies. Recruiting and selecting staff should be done in accordance with the principles outlined in this document.


The Selection Committee is responsible for providing advice to the general manager on good practice in recruitment and selection methods, and for monitoring the implementation of this procedure.

The Selection Committee will monitor the selection and appointment of staff and all documentation in accordance with the Code of Conduct for the Recruitment of Researchers and the Open Transparent and Merit-based policy. Guidance on the Recruitment and Selection process is provided by the Selection Committee. The Selection Committee will take part in panel interviews where necessary.

6. Principles

IrsiCaixa is committed to the Code of Conduct for the hiring of researchers, which consist of a set of general principles and requirements that all employees must follow when hiring staff. These are the following:

- Transparency
- Judging merit
- Variations in the chronological order of CV's
- Recognition of mobility experience
- Recognition of qualifications
- Seniority

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To achieve this, IrsiCaixa is going to:

- Driving based on recruitment and selection to determine the destination and the best choice for each position.
- Provide equal opportunities for all candidates.
- Encourage members of a minority group to consider employment at IrsiCaixa.
- Make sure that the recruitment procedures are open, transparent, efficient and effective
- Maintain the confidentiality of the applicant.

7. Recruiting

7.1. Identifying the need


Given the professional mobility of research staff, recruitment is essential to attract the best talent.

- The annual hiring plan must be based on the budget / financing available at the beginning of the fiscal year or the awarding of new external projects.
- Prior to any recruitment, decisions are made by the hiring manager with the support of the selection committee on the following:
 - Budget / financing available (internal and external)
 - Part time / full time
 - Permanent or temporary contract
 - Deadline and key days, including the closing date of the application and interview dates
 - Advertising channels to be used
 - Reference checks required and / or recommendation letters
 - Employment announcement

7.2. Job descriptions and Job adverts

Job descriptions are an important part of the recruitment and selection process. A job description ensures that the personnel authorized to request staff are clear about the nature of the work that must be completed and that the applicants / employees understand the objectives, duties and responsibilities of the job. It also provides a basis for measuring work performance.

"Authorized Personnel for Hiring" refers to the person who is authorized to request personnel

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or their equipment. Includes group leaders with funds to recruit for specific projects, manager and director. The manager and director are those who authorize the hiring of personnel.


All publications must have a complete and current job description. This should include a summary of the purpose of the work, key responsibilities, qualifications, skills, knowledge, experience, personal qualities and other requirements, which are necessary to perform the tasks identified.

- The authorized personnel will prepare a job announcement, according to the job description and following an established work announcement template.
- The announcement will specify the job position when describing the following; 1) Title of the position (must be understood and accepted internationally), 2) Main purpose of the job; 3) Responsibilities involved; 4) Line of reports; 5) Experience and skills required; 6) Desirable experience and skills; 7) Amount of hours / Part time / Full time / Permanent / temporary; 8) Instructions on how to apply and 9) Selection process and criteria used.
- The required and desirable criteria will form a checklist in which applications can be judged objectively to draw up a restricted list.
- Any criteria must be free of direct or indirect discrimination.
- When preparing the job description and service conditions, IrsiCaixa will ensure that no job applicant receives less favorable treatment than another for reasons of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, care responsibilities or work hours, and that no applicant is unfairly disadvantaged by requirements or conditions that have a disproportionate adverse effect on a particular group. A uniform combination of terms that the research has identified as feminine or masculine should be used to create a balanced and unbiased job description.

7.3. Advertising

The main aim of an advertising strategy and campaign is to attract the best candidates in a competitive, transparent, timely and cost-effective way.

- **Internal Advertising:** All vacancies will be posted on the IrsiCaixa website (<http://www.irsicaixa.es/en/about-us/work-us>). Posting of the job openings, calls, and programs on IrsiCaixa's website will reflect the commitment of IrsiCaixa to a transparent policy.
- **External Advertising:** Wide advertising will be done to attract the best candidates. Depending on the nature of the opening and the recruitment strategy chosen, advertisements will be announced through specific media channels. EurAXESS. (<https://euraxess.ec.europa.eu/jobs/search>).

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8. Selection Process

Applications and Shortlisting

- Applicants will complete the IrsiCaixa application form and ensure that they reveal to the institute all relevant and required information in making their application.
- Applications received will be listed and securely stored in the internal Applicant Tracking System (ATS).

Interview process

An interview is a bidirectional process for IrsiCaixa to assess the suitability of the candidate and for the candidate to decide if the role and IrsiCaixa are attractive to them.

- In deciding the format of the interview, the applicant, in collaboration, is thus considered, with the Selection Committee, will consider the most appropriate way to assess the candidate's abilities and suitability for the vacancy, such as interview, practical test, group of discussion, presentation.
- The interview panel will agree on a set of questions in advance and will be developed from the current job description for the position. The panel will seek to develop questions that ask candidates to give examples of their relevant prior experience.
- The Selection Committee will provide guidance on interviewing based on competence and behavior and will provide interview questions to ask during the process if necessary.


Selection Committee

The inclusion of a member in the already composed Selection Committee, when necessary, should be confirmed at the beginning of the recruitment process to ensure that all interviewers have the availability to participate in the selection of candidates and prepare adequately for interviews. It is the role of the manager to approve the interviewers.

The Selection Committee must gather diverse knowledge and competences, have an adequate gender balance and, when appropriate and feasible, include members from different disciplines, even from other countries and with relevant experience to evaluate the candidate. Whenever possible, a wide range of selection practices, such as assessments and personal interviews, should be used.

Selection Process

- Decisions about successful candidates will be made by consensus in the interviews when considering the answers to the tasks and the set of questions, and will be based on the person best suited for the job.
- Interviewers will treat each candidate equally by interviewing them according to job requirements and prepared questions. All candidates must be asked the same questions (based on the observations made in the CV and the candidate's motivation letter, additional questions can be asked), and only those that are relevant to the position. This structure is important, since it will reduce the bias towards any of the candidates. In addition, the interviewer must assign a grade to the candidate's answer for each

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competency / question. Immediately after the interview, the interview evaluation form must be completed.

- The interviewer should be clear about how the decision was reached and how it was documented through an interview evaluation form. This completed form will be sent to the Selection Committee, and will be included in the Selection Committee file. The information in the evaluation of the interview will be the basis for further professional development of the employee. The identified strengths can be used to help excel and the areas of development must be identified and addressed for further training and employee training.
- It will ensure that candidates know the structure of the process and receive the necessary information before attending the interview.

9. Other related issues


9.1. Conflict of Interest

We follow the provisions of the IrsiCaixa Conflict of Interest Policy and the good practices of the ERC Conflict of Interest policy (ERC Conflict of Interest, scientific misconduct and ethical issues).

- To avoid any real or apparent conflict of interest, IrsiCaixa staff involved in recruitment and selection must avoid interviewing and / or making hiring decisions in the immediate family. If these circumstances arise, the selection committee member is expected to resign from the committee and the job offer applicant identifies a replacement.
- Members of the Selection Committee may also have a close personal relationship or other form of relationship, positive or negative, with one or more of the applicants for a position. In these circumstances, they must inform the hiring manager and other members of the selection committee before the start of the short list and the interview processes.
- If the member of the Selection Committee considers that the relationship may make it difficult for him to apply the merit principle, or if he considers that his participation may compromise the application of the principle of merit, the Selection Committee must decide if it is appropriate. So that the member of the selection committee is part of the selection process.
- The Selection Committee may request advice on this matter from the Director or the Manager. If the member of the selection committee continues in the selection process, their opinion should be consulted for the last time in any discussion to avoid any perception that influences the result.

9.2. Spouses and Partners

IrsiCaixa aims to keep its hiring process free of any form of discrimination, while at the same time it recognizes the increasing importance of accommodating dual career families and the importance of such accommodation in attracting faculty. Therefore, the spouse / partner of an employee may be offered a position at the IrsiCaixa provided that the spouse / partner is fully qualified for the position (after examination by external experts) and provided that the spouse / partner is not given any preference for appointment by virtue of the relationship to the employee. It is however, recommended to avoid direct or indirect reporting line 4 between

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spouses and / or partners. Employment of a spouse / partner in any position within the IrsiCaixa can occur only with the approval of the Director and Manager after the successful completion of a selection process as outlined above and based on requirements aligned to the position. Please note that the spouse / partner is not allowed to take part in the selection process and can under no circumstances hire or approve any compensation action for his / her spouse or partner.

10. Implementation


10.1. Compliance

All IrsiCaixa members are responsible for complying with the principles and rules established in this Policy. IrsiCaixa reserves the right to take an appropriate action against any IrsiCaixa member that does not comply with this Policy.

10.2. Monitoring and review of the policy

After each recruitment of an employee, the applicant along with the Selection Committee, will evaluate the recruitment process and use its effectiveness to select the appropriate candidate. The following areas could be considered:

- Content and location of the ads.
- Effectiveness of the qualification method.
- Adaptation of the interview format.
- Analyses of applicant's data

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ANNEX

Recruitment process

- **Application for hiring new hired staff**

1. Need for new staff hiring.
2. Communication of this need and approval by the Manager.
3. Fill in a job offer model appropriate to the required profile.
2. Public dissemination of the Job Offer through:
 - i. IrsiCaixa. (<http://www.irsicaixa.es/es/soy-investigadora>).
 - ii. EurAXESS (<https://euraxess.ec.europa.eu/jobs/search>).
 - iii. List of different autonomous public institutions (IGTP, UAB, UB, ...), national and international.
 - iv. Biocat (<https://www.biocat.cat/en>)
 - v. Social networks: twitter, LinkedIn, ...
3. Evaluation of candidates by the Internal or Mixed Selection Committee (see Recruitment policy).
4. Election of the candidate selected by the Selection Committee.
5. Communication of the result of the selection to the candidates by means of a letter of acceptance or dismissal of a vacant position.
6. Custody of all documentation and evidence that accredit the process of selecting candidates and incorporating personnel that allow traceability of the process.
7. Data protection. The personal information requested from the applicants is processed in accordance with Organic Law 15/1999, of December 13, on the protection of people with regard to the processing of personal data by community institutions and bodies and on the free circulation of such data.

- **Professional Categories***

- Leading Researcher corresponds to Leading Researcher (R4).
- Senior Investigator (Senior Staff Researcher) corresponds to Stablished Researcher (R3).
- Researcher (Staff Researcher) corresponds to Stablished Researcher (R3).
- Postdoctoral Researcher (Postdoctoral Fellow) corresponds to Recognized Researcher (R2).
- Predoctoral Researcher (Predoctoral Fellow) corresponds to First Stage Researcher (R1).
- Senior Laboratory Technician (Senior Research Technician). Higher FP technicians, bachelor's or master's degree.
- Laboratory Technician (Research Technician) and Laboratory Assistant. FP technicians basic or middle grade / Laboratory Assistant.

* As categorized by EURAXESS (EU)

- Other research support staff: project managers, administrators, laboratory assistants,...