



Recruitment and Selection Policy based on the OTM¹ strategy of the European Union

1. Basic Principles

It is a priority for the CNIC Foundation to ensure that the best candidate for a given job is recruited through an open, transparent and merit-based (OTM-R) selection process, on the grounds that it simultaneously complies with the constitutional principles of equality, merit and ability with respect to access to public employment, contributes to the integration of underrepresented groups, fosters international mobility of researchers, circulation and exchange of knowledge, and ultimately increases the quality of research.

It is our understanding that individual researchers, organizations, funding agencies and ultimately the whole European Research Area (ERA) benefit from this strategy that has come to be called OTM-R and that represents one of the fundamental pillars of the *European Charter for Researchers* and the *Code of Conduct* for their recruitment.

Faithful to the commitments of the CNIC to the Human Resources strategy of the EU (HR Strategy), the procedures for selecting and hiring personnel in our center are governed by a set of basic principles that guarantee all persons equal access to employment in accordance with the constitutional principles of equality, merit and ability, while respecting the national and international regulations in this area, specifically the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C).

We also consider that the principles of the C&C are applicable to the recruitment and hiring of all staff of the center regardless of their professional category, including researchers, technical personnel and administrative and services personnel.

In agreement with the personnel policy, recruitment, in all its different categories, will be done through a system of competitive examinations to which the following criteria apply:

1. **Advertising:** The vacancies advertised and their requirements will be published on a case by case basis on the website of the CNIC and on a job portal with a wide national and international dissemination. In particular positions in the scientific field will be published on the EURAXESS Jobs portal at least fifteen days before the final date for submission of applications. The offer posted on the CNIC website must state the specific title of the position offered, the main functions to be performed, the requirements, and the criteria applied for evaluating the applications.

¹ Open, Transparent and Merit-based Recruitment of Researchers
(http://ec.europa.eu/euraxess/pdf/research_policies/OTM-R-finaldoc.pdf)



2. **Transparency:** The vacancies advertised shall define the requirements for access, the composition of the selection committee, the relative importance of each of the requirements, the list of accepted and rejected candidates, the reason for rejection and, finally, the evaluation of the candidates admitted to the process and the person or persons selected.
3. **Equality:** The advertisement must ensure that no one is excluded, except when the requirements outlined in the advertisement itself are not met. To this end, jobs offers shall contain a non-discrimination clause to encourage people from other countries, people who have interrupted their scientific career for maternity leave or related reasons, or differently-abled persons to apply.
4. **Merit and ability:** Selection must be based on the evaluation of CVs using a scale previously established for this purpose, interviews, technical or psychometric test or any other system to ensure the objectivity and rationality of the process.
5. **Impartiality, independence and professionalism:** The selection body shall consist of human resources professionals (selection) and professionals of the departments and units involved to ensure that there are no conflicts of interests with the candidates admitted to the selection process, in accordance with the provisions of the Code of Ethics of the CNIC. In cases of conflicts of interest, the special protocols stipulated in the internal regulations shall apply.
6. **Efficient management of expenditure:** After the selection of at least three candidates, the Managing Director may carry out, by him/herself or by appointing a person to do so, the final selection by individually negotiated remuneration conditions. In any case, definitive recruitment cannot take place without sufficient budgetary provision.

Following selection, the corresponding employment contract, adjusted to the provisions of the Estatuto de los Trabajadores² and other applicable labor legislation shall be given.

In any case, contracts shall include a confidentiality clause that guarantees the confidentiality of the research to be carried out, and a clause relating to intellectual property rights of the researcher derived from the research results, according to the criteria established for that purpose by the Foundation's Board of Trustees.

They will also include a clause, compulsory for the researcher, to inform the Management of the Center of any conflict of interests that might arise during the contractual relationship with the Center.

² http://noticias.juridicas.com/base_datos/Laboral/rdleg1-1995.html



2. Specific criteria according to position

2.1 Specific criteria for staff of the Scientific Area

2.1.1 In the selection processes of postdoctoral and junior researchers, heads of technical units and heads of research support services, the selection body may, if so decided by the Management, be assisted by a Scientific Advisory Committee composed of researchers of the Center who may participate in the evaluation of those applications they consider to be of interest. The committee may request any additional information it deems necessary to make its assessment, request an interview with the candidate, or invite him/her to hold a seminar.

The Advisory Committee shall forward its scientific assessment to the selection body, so that this may take it into account in compliance with the established assessment scale.

2.1.2 The selection of group leaders or heads of laboratory shall be carried out following the special procedure established by the External Scientific Advisory and Evaluation Committee, as stipulated in the statutes of the Foundation, which shall issue an assessment of the suitability of the profile by at least 3 of its members.

2.1.3 Selection of laboratory technicians and research support staff shall be done through the job portal of the CNIC Foundation by the selection body in accordance with the general criteria.

2.2. Specific criteria for staff of the Administrative Area

Selection of personnel of the administrative area shall be done by the selection body through the job portal of the CNIC Foundation.

2.3. Specific criteria for pre-doctoral researchers

Pre-doctoral Researchers shall join the Center under the terms of the applicable regulations, and they shall be selected according to the procedures established for research personnel and subject to the rules established in the corresponding call.

2. Selection Body

The selection body shall be gender balanced and shall consist of four people belonging to the CNIC. This selection body shall be composed of a professional of the human resources department (head of HR, or a delegated person with sufficient knowledge in the area of selection), of a professional of the area who will act as president (scientific director or a delegated person with sufficient knowledge in that area), and a member of the works council if this council accepts its participation in the selection process; otherwise a new member of the area shall be appointed.



The selection body may be assisted by experts, with voice but no vote, appointed for that purpose by the body itself.

The selection body shall take its decisions by a majority of votes of its members; the president shall have a casting vote in the event of a tie.

The members of the selection body shall be independent and shall abstain in cases of conflict of interests with the candidates admitted to the selection process.

3. Procedure

All jobs will be posted on the website of the CNIC and on a job portal with extensive national or international dissemination; in particular for research profiles, this shall be the EURAXESS jobs portal.

The selection procedure shall be competitive and shall consist of two phases: first, assessment of the merits and second, evaluation of the skills and a personal interview.

Only electronic applications through the CNIC employment portal shall be considered.

All candidates who responded to an offer shall receive an email confirming receipt of their application.

All candidates shall be able to access the CNIC website at any time to check the status of their application.

After assessment of the eligibility of the candidates, a provisional list of candidates included in the selection process shall be published on the website of the center and another list of excluded persons, detailing the reasons for exclusion. Excluded applicants shall have a period of 5 days to rectify the fault that has led to their exclusion.

Once the period for rectification has passed, a definitive list of accepted and rejected candidates shall be published on the website of the CNIC.

The selection system shall consist of the evaluation criteria established in the offer and will normally be made up of two phases:

- a) Merit Assessment Phase
- b) Skills Assessment Phase and interview

Accepted candidates shall be evaluated according to the scale of merits of the job being offered. Every offer will establish the minimum score to be obtained in the first phase that allows the candidate to access to the second.

The scores of the admitted candidates will be published on the CNIC website, as well as the selected person.

All candidates will receive an automatic email informing them of the various stages of the process (confirmation of application, publication of the provisional and final lists of accepted and rejected applicants and final resolution/candidate selected).

Candidates may submit photocopies of all documents during the selection phase, and the original documents will only be required when being selected and prior to formalization of the contract.



4. Recruitment Policy

The ways in which personnel of the scientific area are legally bound to the CNIC are flexible and open to the specific requirements of each case, with the aim of combining stability with the design of a scientific career based on criteria of excellence.

<https://www.cnic.es/en/recruitment-policy>

5. Working conditions

The CNIC offers its employees working conditions in line with Spanish labor law and the principles of the C&C, with full social security coverage and the latest technology to carry out high quality research or technical activities. The CNIC also fully endorses the principles embodied in the European Charter for Researchers by incorporating into its labor regulations important measures to reconcile work and family life (wage guarantee in the event of temporary disability, flexible working hours, paid leave, leave of absence, Nursery, Training, Life Insurance, Flexible Compensation Plan, etc. <https://www.cnic.es/en/social-benefits>).

6. Positive action

The CNIC Foundation has implemented positive action measures for under-represented groups; in the case of women researchers, or employees with family responsibilities, these measures comprise extending the evaluation period in cases of maternity or risks during pregnancy or breastfeeding, recognizing career interruptions due to taking care of children or dependents, flexibilizing working hours by allowing a two-hour margin for starting and ending the working day, and adapting working hours to certain specific situations in case of family care responsibilities (working days without taking breaks if desired, paid absence, permission for child care, etc.)

<https://www.cnic.es/en/social-benefits>

7. Supervision of recruitment policy

The selection body might contain a representative of the works council and a representative of the HR department as guarantors of labor and constitutional rights in the selection and recruitment process.

The works council representative will participate only if the council accepts its participation in the selection process.