	OTM-R PERSONNEL SELECTION PROTOCOL	Code:
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1. HISTORY OF VERSIONS AND APPROVALS

MANAGEMENT OF MODIFICATIONS / REVISIONS		
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Position:	**Position:**	**Position:**
Signature	**Signature:**	**Signature:**
Date:	**Date:**	**Date:**

Germans Trias i Pujol Research Institute (IGTP)

OTM-R PERSONNEL SELECTION PROTOCOL

1. INTRODUCTION

The Germans Trias i Pujol Research Institute (IGTP) has shown its commitment to the European Charter for Researchers and the Code of Conduct for the recruitment of Researchers within its Personnel Management policy.

On 22 August 2019, our Institute received the HRS4R quality seal in recognition of this involvement, which was reflected in an Action Plan to be developed within the next five years.

One of these actions was the drafting of a selection procedure for our personnel based on a Code that was open, efficient, transparent, convenient and internationally compatible (OTM-R: Open, Transparent and Merit-based Recruitment), as well as adapted to the positions advertised.

Open, transparent and merit-based recruitment brings benefits to researchers, institutions and the research system of a country, contributes to the full implementation of the European Research Area (ERA) and increases the profitability of research investments.

The following procedure aims to address these issues, in order to ensure that the most suitable person for a given job is hired, to guarantee a fair, open, equitable, non-discriminatory and transparent selection process, and therefore, to attract and provide the necessary talent in order to continue being a Centre of Reference in Health Sciences, both at the state and international level.

2. SCOPE OF APPLICATION

The following selection procedure is applicable to all vacancies generated in our Institution with the following exceptions:

- Scholarships or grants awarded directly to specific people who have already undergone a selection process by the organizing entity. In the event that an internal prioritization is carried out, it must be carried out following the criteria of this procedure, and be open, transparent and based on merits, without discrimination on grounds of sex, gender, age, race, disability, etc.
- Replacement contracts due to Temporary Disability or other causes that could not have been foreseen, and that require immediate hiring for a limited time to maintain the proper functioning of the groups or units.

3. PHASES OF THE SELECTION PROCESS

3.1 NEED FOR RECRUITMENT: The person responsible for the research area, platform or management unit will communicate the need to incorporate a worker (either replacing an existing position or covering a new one) by sending the official job offer form of the institution, in at least one of the official languages (Spanish, Catalan and English), with the English option being the recommended one and mandatory whenever the funds come from Europe.

The job offer has the following sections:

1. Name of the position to be filled.
2. Description of the occupation: brief reference both to the position (or positions in the case of more than one) that needs to be filled, and to the Unit or Area to which it belongs. The mission, vision and values of the Centre should also be referred to at this point.
3. Job requirements that must be in line with the needs of the position and not so specific that they may constitute a barrier to entry:
   a. Level of education required
   b. Languages
   c. Specific knowledge
   d. Personal skills
   e. Experience required
   f. Specific requirements set by the call or grant, which may not be considered, in any case, as a discriminatory element
   g. Studies or knowledge which are not requirements, but which are valuable for a better performance of the functions to be carried out
4. Functions: The functions to be carried out by the candidate will be detailed.
5. Employment conditions and rights:
   a. Type of contract, duration, working day and place of work
   b. Remuneration, branch of remuneration if defined.
   c. Other benefits (holidays, permits, training, etc.)
6. Link to the Institution's website where the candidate can obtain more information about the vision, mission, values and activity of our Institution.
7. Application submission: Applications must be emailed to seleccio@igtp.cat. As a general rule, and to keep the administrative burden to a minimum, only the CV, covering letter and two references should be included. More documentation may be added if necessary due to the requirements of the financing.
8. Deadline for submission: Bids must be published for a minimum of ten calendar days in order to guarantee the principle of concurrence of the candidates.

The person responsible for hiring will also indicate the space or material needs that the new job may have so that the Lab Managing and IT Units can cover them at the beginning of the employment relationship.

3.2. PUBLICATION OF THE JOB OFFER: The Personnel Management Unit will be responsible for reviewing the offers in order to comply with the law and meet the requirements established by the Code. They will also consult with the Project Unit on the suitability of the offer being awarded in the case of competitive projects and will proceed with its dissemination.

All offers will be published on the entity's website, and depending on the position on different portals such as LinkedIn, Regic, university job boards, InfoJobs, Biocat, etc. Offers for research staff must also be published in EURAXESS. In the case of wishing publication on a portal that requires payment, the cost will be borne by the area/platform/management unit concerned.

In the event that due to the nature or complexity of the vacancy an external agency needs to be hired, it must follow the same rules indicated in the internal process, and must sign a commitment to carry out an open, transparent and merit-based selection, without any discrimination on grounds of sex, age, race, disability, etc.

3.3. SELECTION PROCESS: Applications must be received by the Personnel Management Unit, which will respond to all of them with an email confirming reception and providing information on the processing of their personal data, and who will send them to the person responsible for the hiring.

Whenever possible, the selection will be made by a Committee of three people, in which at least one person from the Personnel Management Unit and the person in charge of the area, platform or unit will participate, trying to ensure an appropriate balance between women and men and including external expert personnel. If the job to be filled is considered strategic for the Institution, the Institution's Management will also be part of said Committee.

The people responsible for the selection should have viewed the video prepared by I-Cerca "Recruitment Bias in Research Institutes"; they will receive the appropriate training so that the entire process is carried out in an open, transparent and merit-based way and so that there are no conflicts of interest with regard to personal or family relationships with any of the candidates.

Throughout this phase of the process, it is guaranteed that personal data will be treated with due confidentiality and only for the afore-mentioned purpose as established in the General Data Protection Regulation (GDPR 2016/679) and Royal Decree Law 5/2018, of 27 July.

Selection can be made through one of the following methods, or a combination of several of them:

1. Assessment of the CV, which must be judged:
   1.1. Both qualitatively and quantitatively
   1.2. In a weighted manner
   1.3. Focusing on results within a diversified career path
   1.4. Without penalizing career interruptions or chronological variation, which should be considered as part of the candidates' professional evolution.
   1.5. Taking into account criteria such as teaching, teamwork, transfer of knowledge, management of innovation, etc.

   A scoring system should be used for each requirement.

2. In-person, face-to-face, or TEAMS interview. If necessary, a second interview will be held in which more members can be incorporated into the Selection Committee. The interview will be conducted according to a predefined script of questions in order to favour the comparison of the candidates and avoid gender biases.
3. Complementary tests: Psycho-technical tests, group dynamics, professional tests, presentations, etc. which will be the same for all candidates.

Once the selection process is completed, the Committee will write a report justifying the decision made and will send the name of the person selected to the Personnel Management Unit to start the recruitment process.

The rest of the candidates will be informed of the end of the selection process, by phone or email, stating, whenever possible or in case of express requests, the strengths and weaknesses of their candidacy. Finally, the resolution of the offer will be published on the web with the name of the person selected (for data protection purposes, only the first two letters of their first surname, the first two letters of their second surname and the first letter of their name will be indicated) and their ID (only alternate numbers visible).

All documentation, including the CVs of the candidates, will be stored for a period of five years on the IGTP server, or for a period that may be longer if so indicated in the offer in the case of competitive projects. After this period, the Personnel Management Unit will destroy it (in the case of paper) or delete it (in the case of an electronic format).

4. ANNEXES

4.1 SUMMARY OF THE SELECTION PROCESS

4.2 JOB ADVERT FORM V_CAST

4.3 JOB ADVERT FORM V_CAT

4.4. JOB ADVERT FORM V_ENG

4.5 CANDIDATE RESPONSE MODEL

4.6 REPORT ON THE SELECTION PROCESS

SUMMARY OF THE SELECTION PROCESS

NEED FOR RECRUITMENT	The person responsible for the research area, platform or management unit will communicate the need to incorporate personnel by sending the *Job Advert* Form to the Personnel Management Unit.
JOB OFFER REVIEW	The Personnel Management Unit will review all offers before publication to verify that the requirements and functions comply with the law.
JOB OFFER POSTING	The offer will always be posted on the institutional website of the IGTP, and on other pages, websites, etc. (depending on the position) for better dissemination, and will remain published for a minimum of ten calendar days.
SELECTION PROCESS	The Personnel Management Unit will send the applications received to the person responsible for the selection. Selection will be made whenever possible through a Selection Committee of three people.
AWARDING OF JOB	Once the selection process is completed, the Selection Process Report will be sent to the Personnel Management Unit and the name of the selected candidate will be communicated.
RESOLUTION	Once the entire process is completed, the resolution of the offer will be published on the institutional website of the IGTP with the data of the person selected.