

VALDECILLA BIOMEDICAL RESEARCH INSTITUTE (IDIVAL)

OPEN TRANSPARENT MERIT BASED RECRUITMENT POLICY

IDIVAL is committed with the principles of OPEN TRANSPARENT MERIT BASED RECRUITMENT (OTM-R) and accordingly the HR Excellence in Research Award requirements explicit OTM-R through this document.

In 2017, IDIVAL asked for the HR Excellence in Research Award in recognition to the commitment to adopting the principles of The European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers. Our action plan consists of long term actions focused on getting IDIVAL more attractive to researchers looking for a new employer or for a host for their research project based in the adoption in full the Principles of the EC Charter and Code for the benefit of its research staff.

This will support our researchers in their proposals to attract international funding, and promote IDIVAL as affording a favorable working location for researchers, in addition to increasing the international profile of IDIVAL.

As result of the initial phase assessment a OTM-R policy and its publication its required. This document reflects the OTM-R IDIVAL policy.

This policy presents, in chronological order, the various phases of IDIVAL enrollment process, from the Pre- job publicizing/application stage through to the appointment stage. In line with the HR Excellence in Research Award our OTM-R policy aims to build on the principles of the Code of Conduct for the Recruitment of Researchers, providing more detailed information on the recruitment process for researchers here in IDIVAL.

RECRUITMENT PHASES

There are different phases to IDIVAL recruitment process:

1. Pre-application phase. The proposal of a job offer for technical positions in projects requires a brief dialog among main research of each project and human resources team to fulfill the offer requirements and fix the economical compromises.
2. Advertising and application phase. Public announce in the IDIVAL job offer platform (inside de IDIVAL web) and in Euraxess (from June 2018) lasting at least 10 days will be perform. The job offer will describe at minimum opening and closing dates, educational level and expertise requirements, merits to be evaluated, place of work, salary, research project, funding agency and main researcher (when apply) and duration. All the process will be performed electronically (paper free).
3. Checking of offer requirements. The full accomplishment of the job offer requirements will be checked by the IDIVAL human resources office.
4. Evaluation and selection phase. An evaluation committee will act to evaluate merits and to identify the best candidate accordingly the offer and will redact an inform arguing the decision.

5. Publicity. The name of the selected candidate (s) of a job offer will be published in the job portal.

6. Appointment phase. During the appointment phase the selected candidate will be instructed about the organizational, administrative and operative issues. Adequate instructions to access to IDIVAL internal communication platform, institutional email and IDIVAL facilities and buildings will be given.

All the recruitment process is developed in less than 1 month, keeping the administrative burden for researchers and the candidate to a minimum.

SOLICITANTS FEEDBACK

All the job solicitants will receive an email notification after send a job proposal through the job portal. This ensures that the solicitant procedure has been accomplished.

SELECTION COMMITTEE

Project appointments. In appointments to technician's profiles for development of a research project the selection committee will be composed by the project main researcher, IDIVAL Human Resources responsible and IDIVAL manager director.

General support appointments. In appointments to support profiles (administrative, facilities) the selection committee will be composed by the IDIVAL Human Resources responsible, IDIVAL manager director, IDIVAL scientific director, and IDIVAL facilities coordinator and/or management coordinator depending on the specific profile of the appointment.

Senior appointments. The selection committee will be composed by the project main researcher, IDIVAL Human Resources responsible, IDIVAL manager director, IDIVAL scientific director and at least two members of IDIVAL scientific advisory board.

QUALITY CONTROL SYSTEM

Yearly Cantabrian Government audits review the recruitment process considering imperative that OTM-R system is being implemented. The final year audit report reflects its fulfilment.

If you have any questions about IDIVAL's OTM-R policy or any other HR Research policies please contact Marta Abelleira at rrhh1@idival.org.