

MARQUES DE VALDECILLA RESEARCH INSTITUTE (IDIVAL)

Open, Transparent and Merit-based Recruitment

IDIVAL is committed to the principles of Open, Transparent and Merit-based Recruitment (OTM-R) and in accordance with the requirements of the distinction of Excellence in Human Research Resources explicit through this document.

In 2017, IDIVAL received the the distinction “**HR Excellence in Research**” as recognition of the commitment to adopt 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 making IDIVAL more attractive to researchers looking for a new job or a person responsible for their research project based on the full adoption of the Charter Principles and the Code of Conduct the European Commission for the benefit of its research staff.

This will support our researchers in their proposals to attract international funding, and will promote that IDIVAL offers a favorable workplace environment for researchers, in addition to increasing the international profile of IDIVAL. As a result of the initial evaluation phase, IDIVAL is required to have an OTM-R policy and its publication. This document reflects the OTM-R IDIVAL policy.

This policy presents, in chronological order, the different phases of the recruitment process in IDIVAL from the publication stage / application prior to work until selection. In line with the distinction “**HR Excellence in Research**” our OTM-R policy aims to develop the principles of the Code of Conduct for the recruitment of researchers, providing more detailed information on the recruitment process for researchers at IDIVAL.

RECRUITMENT PHASES

There are different phases for the IDIVAL recruitment process:

- 1. Stage prior to application.** The proposal for a job offer for technical project positions requires a brief dialogue between the main research of each project and the human resources team to meet the supply requirements and define the financial commitments.
- 2. Advertising and application phase.** A public announcement will be made on the job offer platform of IDIVAL (within the IDIVAL website) and on Euraxess (since June 2018) with a duration of at least 10 days. The job offer shall at least describe the opening and closing dates, the educational level and experience requirements, the merits to be assessed, the workplace, the salary, the research project, the funding agency and the lead researcher (where applicable) and duration. The whole process will be carried out electronically (without paper).
- 3. Verification of tender requirements.** Full compliance with the job offer requirements will be verified by the IDIVAL human resources office.
- 4. Evaluation and selection phase.** An selection committee will act to assess the merits and identify the best candidate according to the offer and will write a evaluation report.
- 5. Advertising.** The admitted applicants shall be published on the employment portal.

6. **Appointment phase.** During the appointment phase, the selected candidate will receive instructions on organisational, administrative and operational issues, appropriate instructions for accessing the IDIVAL Internal Communication Platform.

The entire recruitment process takes less than 1 month, keeping the administrative burden for the candidate to a minimum.

LIABILITY OF APPLICANTS

All job seekers will receive an email notification after submitting a job proposal through the job portal. This ensures that the applicant procedure has been carried out.

SELECTION BOARD

Proposal for contract per project. In the appointment of technical profiles for the development of a research project, the selection committee shall be composed of the principal investigator of the project, the Head of Human Resources at IDIVAL and the managing director at IDIVAL.

General offers. For appointments to support profiles (administrative, facilities), the selection committee shall be composed of the Head of Human Resources of IDIVAL, managing director of IDIVAL, the scientific director of IDIVAL and the coordinator of facilities and / or the coordinator of management of IDIVAL according to the specific profile of the appointment.

QUALITY CONTROL SYSTEM

The annual audits of the Government of Cantabria review the recruitment process considering it imperative to comply with the OTM-R framework. Last year's audit report reflects its compliance.

If you have any questions about IDIVAL's OTM-R policy or any other human resources research policy, please contact Marta Abelleira at rrhh1@idival.org.

Santander, may 22, 2018

