

Human Resources Policy based on the OTM-R strategy

(Open, Transparent and Merit-based Recruitment) OTM-R is one of the pillars of the European Charter of Researchers and in particular of the Code of Conduct for the Recruitment of Researchers, launched in 2005.

OTM-R ensures that the best person for the job is recruited, brings benefits to researchers, institutions and the broader research system. More specifically, OTM-R makes research careers more attractive, ensures equal opportunities for all candidates and facilitates mobility. In general, it will contribute to increase the profitability of investments in research.

1. Basic Principles

Ensuring that the best candidate for a specific job is recruited through an open, transparent and merit-based selection process (OTM-R) is a priority for IBIMA, as well as fostering international mobility of researchers, circulation and exchange of knowledge and, ultimately, increases the quality of research.

True to IBIMA's commitments to the human resources strategy of the European Union, the selection and hiring processes of our staff are governed by a series of basic principles that guarantee equal access to employment for all in accordance with the constitutional principles of equality, merit and ability, and with respect for national and international standards in the matter, specifically the European Charter of the Investigator and the Code of Conduct for the Recruitment of Researchers (C&C).

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

In accordance with the human resources policy of IBIMA, the selection of personnel, in its different categories, will be made through the system of competition to which the following criteria should be applied:

- a) **Advertising:** the calls and their bases will be published on the IBIMA website and in a job portal of wide national or international diffusion, according to each case. The published offer must state the detail of the knowledge and skills required, the specific reference of the position offered, the content of the main functions to be performed, the requirements required, the criteria for evaluating the applications and the closing date of the call.
- b) **Transparency:** the calls will define the requirements for access, and the weighting of each of the requirements.
- c) **Equality:** the call must guarantee that no one is excluded, except for not meeting the requirements established in the call itself. Candidates who meet the minimum requirements will be evaluated, not discriminating against any because of gender, age, ethnic, national or social origin, religion, beliefs, sexual orientation, language, disability, political opinion, social or economic status.

- d) **Merit and ability:** the selection must be based on the evaluation of the curriculum by means of a previously established scale, the carrying out of interviews and / or the realization, where appropriate, of technical or psychotechnical tests, or any other system that ensures the objectivity and rationality of the process. Interruptions of the professional career or the chronological variations of the curriculum vitae are not penalized but are considered as part of the professional evolution and, therefore, as a potentially valuable contribution to the professional development of researchers towards a multidimensional professional career.
- e) **Professionalism and Impartiality:** the selection body will be made up of professionals from the area of research management and science professionals or technicians from the different departments and areas, ensuring that there is no conflict of interest with the candidates admitted to the selection process.

2. Selection Committee

With regard to the composition of selection committee, it will have a minimum of three members, with different levels of experience and skills, with an adequate balance between men and women.

The selection committee guarantees the appropriate assessment and evaluation of academic and professional qualifications, including unofficial ones, of all researchers, especially in the context of international and professional mobility. The evaluation criteria must be consistent with the requirements of the position offered. The names of the members of the selection committee are published.

3. Selection Procedure

All job offers will be published on the IBIMA website, as well as in other employment portals that are widely disseminated nationally or internationally, and especially for research profiles on the EURAXESS employment page. All candidates who have attended an offer will receive a confirmation email upon receipt of their request.

Once the eligibility of the candidates has been assessed, a list of candidates who have been admitted to the selection process must be published on the center's website.

The selection procedure will consist of the analysis and curricular evaluation of all the received candidacies, classifying them based on the best adaptation of the curriculum to the established profile. After this first classification, different personal interviews will be conducted. The process can be complemented with the performance of an individual test aimed at assessing more accurately the level of development of the required competencies.

The admitted candidates will be assessed according to the scale of the merits of the job offer. The qualifications of the candidates are published on the IBIMA website, as well as the selected person.

4. Working conditions

IBIMA offers its workers working conditions in line with spanish labor legislation and the principles of C&C, with full social security coverage, as well as the latest technology to carry out a quality research or technical activity. They also fully assume the principles set out in the European Charter of the Researcher by incorporating important measures to reconcile work and family life into labor regulations.