



OTM-R POLICY

OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT OF RESEARCHERS POLICY

The Foundation for the Promotion of Health and Biomedical Research of Valencia Region (FISABIO) is committed to the Open, Transparent and Merit-based Recruitment of Researchers (OTM-R).

This document sets up the OTM-R policy at the Foundation FISABIO.

In 2019, FISABIO received the “HR Excellence in Research” award from the European Commission, which recognizes the research institutions/organizations that comply with the principles set out in the Human Resources Strategy for Researchers (HRS4R). The Human Resources Strategy at FISABIO is currently in the implementation phase, through an action plan with short- and long-term actions focused on making FISABIO more attractive to male and female researchers.

1. PRINCIPLES

FISABIO OTM-R policy is aligned with the guidelines established in Article 35.4. of the Law of Foundations of the Region of Valencia, which sets out that the selection and recruitment of employees must be subject to the principles of equality, merit, capability, transparency, and advertising of the corresponding call for application.

Furthermore, bearing in mind that FISABIO belongs to the Public Sector of the Region of Valencia, the OTM-R policy gathers the principles established in RD 3/2017, of the Government of Valencia, which approves the selection and recruitment regulation, provisions for vacancies and mobility for the personnel linked to the Public Foundation.

This policy is based on the internal document “FS_PG004 Internal Regulation-Basic instructions for recruiting. Selection criteria scales.” This document is available at FISABIO’s website, within the corporative information section: [Hiring procedure at FISABIO](#).

Said regulation establishes clear rules and procedures for guaranteeing recruitment aligned with the principles of equality, merit-based and capability as well as with the following actions:

- Access to employment protected by the constitutional principles of equality, merit-based, and capability, contributing to the broadest concurrence possible.
- Access to employment for people with functional diversity ensuring equality of opportunity.
- Effective compliance with the specific measures for equal treatment and opportunities for women and men.
- Optional use of any of the two official languages of the Community in job offers as well as international dissemination of the job offers in English via Euraxess portal or other similar means, when appropriate, in order to foster international mobility of male and female researchers.

- Promotion of the Valencian language.
- Enhancing the use of electronic means and digital signature, as measures that benefit efficiency and protection of the environment. Without prejudice of this, the Foundation may, under special circumstances, consider some exceptions.
- Efficiency in the allocation and use of the resources of the Foundation.
- To optimize and expedite the administrative processes and management activities.
- Minimization of personal data disclosure without detriment to the principle of transparency of the selection process.

These principles are clearly linked to the recommendations of the Code of Conduct for the recruitment of Researchers and the European Charter for Researchers, which are two of the top priorities of the European Union to contributing to the improvement of the professional careers of research staff.

2. SELECTION PROCESS

With the aim of reinforcing that all individuals have an equal opportunity for employment and also to make the research career more attractive, the following steps prescribed herein must be complied in the selection process:

- **Stage 1: Creation of the job offer.** At the request of the person promoting the hiring and together with the Human Resources Department, the characteristics of the selection call are configured, which should contain, among other aspects:
 - Description of the vacant position and tasks/activities to be performed.
 - Employment conditions: working schedule, annual gross salary, and work location.
 - Eligibility criteria and rating scales that define the selection process.

Once the job offer has been prepared, the approval of the Managing Director of FISABIO will be required.

- **Stage 2. Job posting/Advertising.** FISABIO will post job openings on its website and all along corporate social networks, and on the official website of the Generalitat Valenciana within the PROP Guide - Public Employment section and, in certain cases, through the Network of Managing Entities for Clinical Research (REGIC).

In addition, and upon request of the Sponsor, it may be published in both national and international media or in additional web pages or job boards. Besides, if relevant, the job description will be accessible in English and globally disseminated via Euraxess job portal.

- **Stage 3. Assessment/Evaluation.** After the call deadline, FISABIO will refer the documentation of the candidates to the Evaluation Commission so that they can carry out the selection decision and determine the final candidates. Later, an evaluation report will be addressed to the HR Department detailing the assessment process and final score.

- **Stage 4. Publication of the final decision of the selection process.** The HR Department will publish the list of successful candidates identifying the name and surnames and, where appropriate, the candidates placed on a reserve list. Likewise, and in compliance with the principle of transparency, the outcomes of the selection process will be communicated detailing the final scoring obtained by each candidate and a breakdown of general sections but anonymizing the non-selected or non-substitute candidates. Thus, every candidate will be informed how the selection process has been conducted and reported where improvements could be made.

A legal period of 5 calendar days to appeal will be established, starting on the day following the publication of the resolution.

- **Stage 5. Appointment and hiring.** The recruitment of the selected candidates will be carried out once the period for claiming has elapsed.

3. EVALUATION COMMITTEE

In general, the hiring Sponsor will assign an Evaluation Committee composed of a minimum of three members, including him or herself, who meet the capability criteria to serve as a recruitment panel member. The Managing Director of the Foundation reserves the right to have priority for the appointment of the members of the Evaluation Committee, taking into account that the hiring Sponsor will necessarily be included, unless the latter submits his waiver.

The panel members of this Committee must fulfill the following requirements:

- **Capability.** All members involved should satisfy themselves that they are appropriately trained to evaluate the candidatures and have a good level of knowledge and skills targeted to the functions requested in the job description.
- **Non-discrimination.** During the assessment and decision-making process, discrimination based on any ground such as gender, ideology, national origin, beliefs, religion, sexual orientation, social or economic condition will not be tolerated, and therefore the candidate who clearly stands out as the most qualified for the job will be selected.
- **Supervision of conflict of interest.** If a potential conflict of interest with the evaluation of the candidatures concerned becomes apparent to a member of the Evaluation Committee, then he/she must withdraw from making any and nominate another person.

When defining the composition of the Evaluation Committee, the hiring sponsor must ensure, as far as possible, the balance between women and men.

The Evaluation Committee may want to consider that inclusion of experts for attending the assessment process.

During the assessment of applicants, the Evaluation Committee must take into account the following requirements:

- Do not penalize professional career breaks or chronological variations in the order of CV. These circumstances will be recognized as part of the professional pathway evolution of the candidate and, by and large, as a potentially valuable contribution to the professional development of researchers.
- Stays/Secondments in the private sector or in other national and international research centres, diversification of research lines as well as rotation between research and healthcare assistance should be assessed positively.
- Assess and consistently evaluate academic and professional qualifications, including non-official studies, of the research staff, especially in the context of international and professional mobility, taking into account that previous experience related to the position offered is a bonus.

The Evaluation Committee should use the information on the OTM-R policy consistently for making assessments based on merits, so that they can align their decisions to the extent to which the principles are applicable.

The Committee must prepare a report after having carried out the screening process of candidates and appointment of the candidate who best meet the criteria for the position, this report must contain at least the following elements:

- Detailed list with the complete name of all the candidates/applicants.
- Number of candidates/applicants who have not fulfilled the requirements stated in the applicable documentation or failed to comply with the deadline for submission.
- Number and name of the candidates/applicants that have been rejected for not meeting minimum eligibility criteria.
- Recording individual applicants' score.
- Where possible, detailed list of the candidatures that have not obtained the minimum threshold established in the call.
- Explanation of the reasons why there is no obligation to progress to the interview stage.
- Rationale for restricting the number of candidates/applicants who are admitted to the interview.
- Obligation to record and justify the candidates/applicants' scores who were admitted to the interviews.
- Provide justification in the case of rejected applicants who have not progressed through the interview (scoring 0).

- Selected candidate.
- Where possible, reserve a ranking of backup candidates.
- Notify about the nomination and delegation of the members of the Evaluation Committee and advisors involved.
- Declaration of responsibility with regards to capacity, non-discrimination, and lack of conflict of interest by the members of the Commission during the selection process.

4. QUALITY CONTROL

An annual audit of the recruitment and selection process will be performed in order to ensure compliance with the OTM-R framework. The Quality Department at FISABIO will be in charge of performing quality control of the aforementioned OTM-R policy.

For further questions or concerns regarding FISABIO's personnel recruitment and selection policy, feel free to contact the Human Resources Department via email: rrhh_fisabio@gva.es .