

**GENERAL PRINCIPLES AND PROCEDURE  
OF STAFF SELECTION AND CONTRACTING FROM THE  
FUNDACIÓ SANT JOAN DE DÉU**

**SJD** Sant Joan de Déu  
Fundació de Recerca

Based in:  
**HRS4R Strategy for the Fundació Sant Joan de Déu**  
**Open, transparent and merit-based recruitment of researchers (OTM-R)**

**Principles and Procedures of Selection and Personnel Recruitment****Document version:** 07**Brief description:** Definition of the principles and procedure for the personnel selection and hiring at the Fundació Sant Joan de Déu.**Extensive to:** All persons of the Institution involved in the selection processes, as well as candidates interested in participating in our processes**Prepared by:** WG Recruitment:

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**Approved by:** Steering Committee of the FSJD**Approval date:** January 2020**Next revision:** June 2020 and November 2020**Languages of the documents:** Spanish, Catalan and English

## 1. OBJECTIVE

One of the important achievements for the Fundació was the obtaining of the "HR Excellence in Research" seal in September 2018. This seal, granted by the European Commission, identifies the institutions and organizations that foster a stimulating work environment and favourable working conditions, with a commitment to the continuous improvement of HR strategies, in accordance with the European Researcher Charter and the Code of Conduct for the Recruitment of Researchers. The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers are a set of principles and requirements that specify the role, responsibilities and rights of researchers, of the entities that hire them and/or the financing institutions.

The objective of this document is to establish an open, transparent and merit-based selection and hiring procedure (Open, Transparent and Merit-Based Recruitment of Researchers, OTM-R). The OTM-R is one of the pillars of the European Charter for researchers and, in particular, of the Code of Conduct for the Recruitment of Researchers, published by the European Commission (EC) in 2005.

Open, transparent and merit-based recruitment (OTM-R) brings benefits to researchers, institutions, a country's research system, contributes to the full implementation of the European Research Area (ERA) and to an increase of the cost-effectiveness of research investments. More specifically, the OTM-R ensures that the best candidate for the vacancy offered is recruited, guarantees equal opportunities and access, facilitates cooperation, competition, and international mobility while making research careers more attractive.

## 2. SCOPE OF APPLICATION

This recruitment and selection procedure, as well as the principles on which it is based, applies to all vacancies of the Sant Joan de Déu Fundació of research staff and research support staff (*technicians, management...*)

**2.1. Research staff:** The research staff are the professionals who work in the conception and creation of new knowledge, products, procedures, methods and systems and in the management of the corresponding projects. Depending on the degree of independence achieved in the course of their research career, 4 professional groups can be distinguished as established by the European Commission in the four-stage research model.

**2.2. Research support staff:** The research support staff is the staff that supports the technical, instrumental, project management or services for the development of the research given their specialized theoretical and practical training.

### 3. GENERAL PRINCIPLES OF THE SELECTION POLICY

The principles, according to the Code of Conduct for the Recruitment of Researchers of the European Commission, which must be taken into account in all selection processes are:

#### 3.1 Selection Procedure

Hiring must follow procedures appropriate to the positions announced and must be open, transparent and internationally comparable.

#### 3.2 Calls and announcements

The calls and their bases will be published on the website of the Sant Joan de Déu Fundació, on the FSJD Intranet (for internal dissemination) and other channels deemed appropriate.

In the case of the scientific area, the offers will be published on the EURAXESS employment page to guarantee international dissemination.

Recruitment announcements should describe in detail the knowledge and skills required, and not present such a specialized profile that discourages potential candidates. A description of labour conditions and rights, including professional development perspectives, should be included.

On the other hand, the time between the announcement of the call for applications and the period of reception of applications must be reasonable, so a minimum of 15 days will be established for the publication of applications for projects financed by Public Funds and a minimum of 7 days for freely available fund projects.

#### 3.3 Equality

The call must ensure that no one is excluded, except for not meeting the requirements established in the call itself.

To this end, a non-discrimination clause will be recorded in the job offers to encourage people from other countries to participate, people who have interrupted their scientific career for reasons related to motherhood or who attend with different abilities.

#### 3.4. Transparency

Candidates must be informed before the process begins, and through the call for selection criteria and the number of places available. Likewise, after the selection process, they should be informed of the process resolution and, if possible, the strengths and weaknesses of their candidacies if they have been interviewed.

#### 3.5 Merit and capacity

The selection process must take into account the level established by the terms of the call according to the level of the job offered and must consider the candidate's curriculum as a whole, the potential and creativity and independence in researchers.

Consequently, for the research staff, the merits should be assessed both quantitatively and qualitatively, focusing on the results that stand out from the diverse professional trajectory and not only on the number of publications. Therefore, bibliometric indexes should be weighted in a broader framework of evaluation criteria, such as training, teaching, teamwork, leadership in pioneering research, management and knowledge transfer. In specific calls (AGAUR, PFIS, Miguel Servet ...), the weighting established in these calls will be taken into account.

### **3.6 Evaluation and selection commission**

The evaluation and selection commissions for the profiles of the research career (R1/R2/R3/R4) must be formed by a minimum of 3 members who have the knowledge and experience to evaluate the candidates. The commissions must be balanced by gender. Whenever possible, different selection practices will be used, such as the evaluation of external experts and interviews. The language used by the candidate to form the commission will also be taken into account in order to ensure an adequate evaluation.

### **3.7 Recognition of qualifications**

The qualification levels required must be in line with the needs of the job offered. We must ensure the proper assessment of academic and professional degrees, including unofficial ones, of all candidates, particularly in the context of international and professional mobility. The regulations governing the recognition of these qualifications must be informed and the consultation for the validation of titles should be facilitated. When necessary, the IP may request to HR to verify the validity of the academic degrees presented through the validation of an official body.

### **3.8 Variations in the chronology of the CVs**

The interruptions of the professional career or the chronological variations should not be penalized but considered as part of the professional evolution, and, therefore, a potentially valuable contribution to the professional development of researchers towards a multidimensional trajectory. Achievements and qualifications appropriate to the requested position will be taken into account.

### **3.9 Recognition of mobility**

All mobility experience should be valued as a valuable contribution to the professional development of a researcher, such as a stay in another institution in the country or abroad, or the exchange of one discipline for another, both in the predoctoral and postdoctoral stages.

### **3.10 Career**

The qualification levels required must match the needs of the position and not be conceived as an obstacle to access. The recognition and evaluation of qualifications should be based on the judgment of the person's achievements rather than their circumstances or the reputation of the institution where the qualifications were acquired. Also, given that professional qualifications can be acquired in the early stages of a long career, the model of professional development throughout life must also be recognized.

**3.11 Postdoctoral Appointments**

The institutions responsible for the appointment of postdoctoral researchers must establish clear rules and explicit guidelines, specifying the maximum duration of the postdoctoral contract that should not extend beyond 5 years. These guidelines should take into account the time spent by the researcher in previous postdoctoral positions in other institutions and consider that the postdoctoral status must be temporary, with the primary objective of providing additional professional opportunities to develop a research career in a context of long-term professional perspectives.

**3.12 Allegations and appeals**

The bases of the calls must foresee the possibility that the candidates can present allegations to the way in which they have been evaluated and present the corresponding resources.

**3.13 Research support staff**

These principles for the hiring of research personnel should also serve as a basic reference for the hiring of scientific-technical, management and research support staff.

#### 4. PERSONNEL SELECTION PROCESS

##### **Fundamentals**

The selection process is the set of phases that guide the process of incorporation of personnel and goes from identifying the need to hire personnel to fill a vacant position until the right person for the position is selected.

The process is structured in several phases with the purpose of filling the vacancy with the most appropriate person to develop the functions defined in accordance with the principles of equality, merit and capacity and ensuring that it is developed according to an open, public and transparent procedure.

Vacant positions must be published by an **internal and external call**, following the process described below to ensure compliance with the principles of the OTM-R. The internal call will aim to enhance internal promotion (both vertical and horizontal).

This process applies on a **mandatory** basis to:

- All positions linked to **Structure funds** (includes management, UAC or other profiles in charge of structure).
- All positions linked to projects financed by **public funds** (research and management staff).

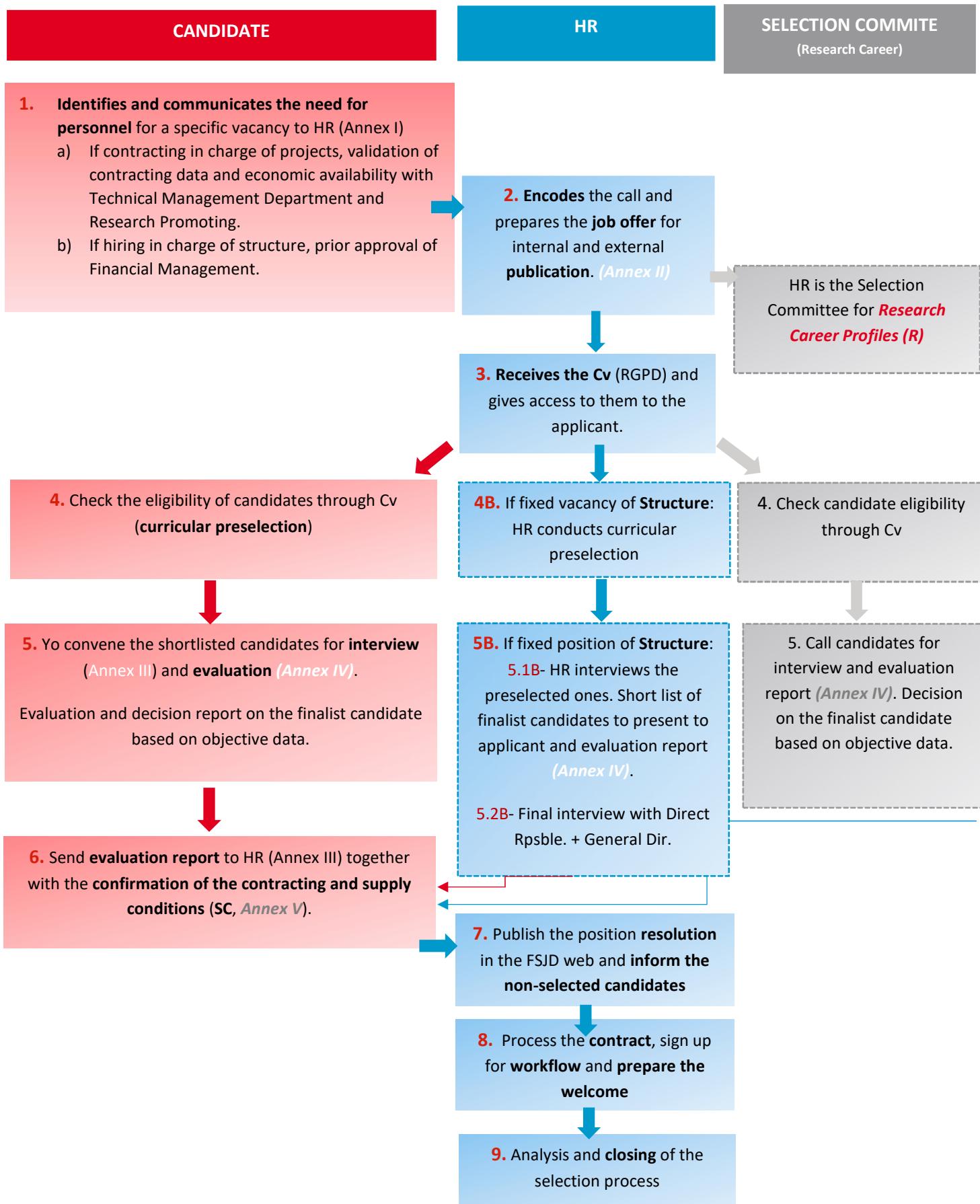
Once we have the Fundanet Selection software operational, the described process will also be mandatory for positions financed by private funds as long as the contract has an expected duration of more than 6 months and the working day exceeds 50% of the working day.

Excluded from this document are the staff who, through a scholarship, carry out training practices in the Fundació through the signing of an Educational Cooperation Agreement with some training entity.

For positions that do not follow the procedure described, the process begins with the proposal of the finalist candidate by the applicant to be able to make the employment contract through the Hiring Request.

For Profiles of **Research Career** (except for professionals incorporated through HR grants) it will be mandatory to create a **Selection Committee** that guarantees the objectivity of the evaluation of applications.

## PROCESS SCHEME



**DETAIL OF THE PROCEDURE****4.1. Identification of the need and definition of the offer:**

The recruitment applicant informs the HR of the need for recruitment and authorization to open a recruitment process.

How to communicate it?

If you are a project manager, the IP and the Technician referred to the Research Promotion and Management Dpt. will define the characteristics of the square, taking into account the needs, the available funding and the possible conditions determined by the sponsor.

If the staff works in structure, the applicant must have the prior approval of the General and Financial Direction.

In both cases, a request email with the completed **Annex I** must be sent to HR ([rhh@fsjd.org](mailto:rhh@fsjd.org)) and a copy will be made to the person who authorizes to begin the selection process.

- In case of staff in charge of projects: Research Technician + IP in copy.
- In case of structure: Petitioner + Financial Management and/or General Director in copy.

Email example: *We request that you start the selection process with the parameters described in the attached document (Annex I). I copy to xxxx who authorizes the need for hiring.*

The contractual conditions must always be adjusted, at a minimum, to the current Labor Agreement.

**4.2 Publication of the Call**

The Human Resources Department (HR) of the FSJD will codify the call and make the offer public. Such diffusion shall conform to the model in **Annex II**. This dissemination will be made on the website of the **FUNDACIÓ SANT JOAN DE DÉU**, on the Intranet (so that internal professionals can also submit to the call if they are interested) on the **EURAXESS** website and in any other way that can favour the diffusion of the same.

This offer will be published:

- A minimum of 15 calendar days on the web for calls for public funds.
- A minimum of 7 calendar days on the web for projects linked to freely available funds and for contracts linked to Structure funds.

The following mandatory fields will be published for each position offered (\*See Annex II)

- ✓ Required degree
- ✓ Professional experience required
- ✓ Additional training required
- ✓ Characteristics of the position (functions and organizational structure)

- ✓ Contract type and duration and professional development prospects.
- ✓ Contractor and project code (if applicable)

On the website where the offers are published, the texts referring to the PRINCIPLES established in this document will always be visible (*HRS4R; Equality, RGPD*).

#### **4.2B. Constitution of the Evaluation and Selection Committee (if applicable)**

The Selection Committee (formed by a minimum of 3 people) must be formed for specific calls for profiles included in the Research Commission of the European Commission (**R1-R4**) and will be responsible for assessing the degree of compliance and adequacy of the candidates to the position offered. The composition of the Committee must take into account gender balance. HR will assist in the coordination for the establishment of the Committee.

As far as possible, and for certain positions, the Committee may have some expert external to the institution and an international expert. The Selection Committee for all R1 –R4 profiles of FUNDACIÓ SANT JOAN DE DÉU will be composed of a minimum of three people with scientific profiles. Depending on the profile, any person from the HR Departments and/or the Management and Promotion of Research Dept could join, but this will not be mandatory.

#### **4.3 Reception of Cvs**

During the term indicated in the call announcement the CVs of the interested applicants will be received, both the CVs from external candidates and the ones from personnel of the company that want to attend the position. The reception of applications will be made, during the year 2020, through a Software for Personnel Selection called Talent Clue.

All CVs will be given at all times the treatment required by the Data Protection Law, making the appropriate files, destructions and notifications.

#### **4.4 Curricular preselection**

Once the application deadline has expired, the applicant will access Talent Clue to manage its own applications.

The applications will be reviewed from the computer application, making a pre-selection of **those applications that meet all the requirements** (In case of discarding, the candidate will automatically receive an informational email from the application).

4.4B) For fixed Structure places, HR will make the curricular pre-selection.

#### **4.5 Selection interview**

The Selection Committee (for R profiles) or the requestor will select the candidates that meet the requirements of the position and will do the interviews that he deems appropriate. The criteria to be selected will need to focus both on the candidate's past performance and on his or her future potential. An interview guide (*Annex III*) and an **evaluation, merit and competency assessment template** (*Annex IV*) are available to the interviewer. According to the Group/Profile, reference letters may also be required to be able to move to the interview phase.

The score obtained for each candidate will be decisive for the final decision of the candidate to choose. The interview report will be required to be completed following the model in Annex IV. (We recommend interviewing at least 4 candidates).

**4.5B)** For fixed positions in the area of Structure, HR will conduct a selection interview and will filter between 3-5 candidates for an interview with the Responsible. Later, there will be a final interview with Dpt Rpble and Gral Dir ideally with 2-3 finalists.

#### **4.6 Confirmation of the parameters of the contract request**

Once the finalist candidate has been selected, the applicant will confirm the hiring conditions, after negotiating with the candidate and the start date of the hiring will be notified. The applicant will inform Research (if staff from projects) and HR of the resolution. To proceed with the recruitment, it will be mandatory to have received the HR evaluation summary completed (Annex IV) with the application for definitive recruitment (which must indicate the code of the process in "Others").

#### **4.7 Resolution of the call**

Once the candidate has been selected, the resolution of the selection process will be published on the **FUNDACIÓ SANT JOAN DE DÉU** website. Non-selected candidates will be informed of the outcome of the process. Discarded people will automatically receive a disclaimer and gratitude email. If conflict situations occur during the selection process, an email will be sent to HR ([rhh@fsjd.org](mailto:rhh@fsjd.org)) explaining the situation and the reasons for the disconformity.

#### **4.8 Processing of the contract and reception plan**

HR will contact the finalist candidate to request the necessary documentation to process its contract, starting at the same time as the communication the implementation of the **Fundació's Welcome Plan**.

In order to be able to plan and carry out a reception process of the new most qualitative staff, in 2020 a **minimum period of 5 working days is established from the moment of the SC document reception in HR and the day in which the contractual discharge occurs**.

Additionally, **contract registrations will be held two days a week: Monday and Wednesday**. Therefore, we will centralize all the reception and signing of documentation of the new staff the following days of the week on a recurring basis.

- Monday at 8:30 am (Esplugues)
- Wednesday at 8:30 am (Esplugues and Sant Boi)

The same day the person will be summoned for the corresponding Group Reception Session.

#### **4.9 Closing of the Process**

HR will carry out an analysis of the selection process and it will be closed.