



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

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

Revised 2025

Principles and Procedures of Selection and Personnel Recruitment

Document version:	05
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
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Approved by:	Steering Committee of the FSJD
Approval date:	January 2020
Next revisión:	March 2021/May 2022/June 2025
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 People Dpt. 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 career area, the offers will be published on the EURAXESS employment page to guarantee international dissemination.

With the aim of facilitating the incorporation of people with disabilities into the labor market, the Foundation has collaboration agreements with entities committed to the socio-labor inclusion of people with disabilities.

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

Evaluation and **selection committees for research career profiles** (R1/R2/R3/R4) must be made up of at least three members who have the knowledge and experience necessary to assess the candidates. The PIV department will receive, via a Forms system, the names and surnames of the evaluators. The committees must be gender-balanced. Whenever possible, different selection practices will be used, such as external expert evaluation and interviews. The language used by the candidate will also be taken into account when forming the committee to ensure an adequate assessment.

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 People Dpt. 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).

The described process will also be mandatory for positions funded by private sources, provided that the contract has an expected duration of more than 6 months and the working hours are greater than 50% of a full-time schedule.

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 **Research Career profiles** (except for professionals incorporated through HR grants), it will be mandatory to set up a **Selection Committee** to ensure the objectivity of the candidate evaluation process. The selection committee will be responsible for completing and submitting the evaluation of the candidates to the People and Values department, using an evaluation form to guarantee the objectivity of the selection process. To ensure the

closure and monitoring of research career personnel selection processes, a closing meeting for the selection process will be held between the responsible members of the research group involved and the People and Values department.

SCHEME PROCESS

CANDIDATE

HR

SELECTION COMMITTEE

(Research Career)

1. **Identifies and communicates the need for personnel** for a specific vacancy (**NEW FORMS**)
 - a) If contracting in charge of projects, validation of contracting data and economic availability with Technical Management Department and Research Promoting.
 - b) If hiring in charge of structure, prior approval of Financial Management.

2. **Encodes** the call and prepares the **job offer** for internal and external **publication**.

3. **Receives the Cv** (RGPD) and gives access to them to the applicant.

4. Check the eligibility of candidates through Cv (**curricular preselection**) and move them to the proper folder

- 4B. If fixed vacancy of **Structure**: HR conducts curricular preselection

For **Research Career Profiles (R)**, people department must have been informed of committee members through FORMS

4. Check candidate eligibility through Cv and move them to the proper folder

5. **Interview and evaluation.**

Evaluation and decision report on the finalist candidate based on objective data.
(**NEW FORMS**)

- 5B. If fixed position of **Structure**: 5.1B- People dpt. interviews the preselected ones. Short list of finalist candidates to present to applicant and evaluation report
5.2B- Final interview with Direct Rpsble. + General Dir.

5. Call candidates for interview and evaluation report.
(**NEW FORMS**)
Decision on the finalist candidate based on objective data.

6. Inform the Management and Promotion Research Technician of the resolution of the process once the evaluation of applications has been closed together with the confirmation of the conditions of contracting and supply.

7. Inform those not selected from the job portal.

8. Process the **contract**, sign up for **workflow** and **prepare the welcome**

9. Analysis and **closing** of the selection process

DETAIL OF THE PROCEDURE

4.1. Identification of the need and definition of the offer:

The recruitment applicant informs the People Dpt. 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 will be made through office forms.

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

4.2 Publication of the Call

The People department of the FSJD will codify the call and make the offer public. 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**, **BIOCAT** or concrete universities.

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

- ✓ 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. People Dpt. 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 People 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 professionals authorized by their head of department who access the application must undertake to treat the information with absolute confidentiality and maintain professional secrecy.

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).

The CVs must move from state within the portal to leave traceability of the evaluation of applications

4.4B) For fixed Structure places, People Dpt. 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 on the office forms. For each process, a customized Form will be created from the people department with access permissions for the process evaluators.

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 3 candidates).

4.5B) For fixed positions in the Structure area, the People Department will conduct a selection interview, preselecting a shortlist of candidates for an interview with the Responsible Person. For Management or strategic positions, the participation of Management will be included.

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 People Dpt. of the resolution. To proceed with the recruitment, it will be mandatory to have received the People Dpt. 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 process will be closed. Non-selected candidates will be informed of the outcome of the process. Discarded people will automatically receive a disclaimer and gratitude email. It is recommended that the finalist candidates be contacted by the interviewer by phone to thank them for participating in the process and to inform them of the reasons for their rejection.

If conflict situations occur during the selection process, an email will be sent to People department (frecerca.rrhh@fsjd.org) explaining the situation and the reasons for the disconformity.

4.8 Processing of the contract and onboarding plan

Aquest mateix dia la persona serà citada per a la Sessió d'Acollida Grupal que li correspongui.

From the People Department, the finalist candidate will be contacted to request the necessary documentation for processing their hiring, and at the same time, the Onboarding Plan will be launched.

With the aim of planning and carrying out a higher quality onboarding process for new staff, since 2021 a minimum period of 7 working days has been established between the receipt of the SC document by the People Department and the day the employment contract is processed.

Additionally, new contracts will be processed twice a week: Mondays and Wednesdays. Therefore, all onboarding and signing of documentation for new staff will be centralized on these days each week on a recurring basis:

- Monday at 8:15 am (Esplugues)
- Wednesday at 8:15 am (Esplugues)
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If the staff member joining the Sant Boi center cannot attend the in-person session in Esplugues, a tailored session will be scheduled to be held remotely via Teams platform. On the same day, the person will be called to the corresponding Group Onboarding Session.

4.9 Closing of the Process

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