



Instituto de Investigación Sanitaria Aragón

OTM-R POLICY

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1. INTRODUCTION

The policy developed below aims to establish the foundations for measures and actions related to hiring and personnel selection, with the objective of ensuring that those involved in the process participate in a fair manner, free of judgments, biases, and discrimination. IIS Aragón seeks to align its policies and actions with the recommendations of the European Commission on the Human Resources Strategy for Researchers (HRS4R) and specifically its Code of Conduct for the Recruitment of Researchers: Open, Transparent, and Merit-Based Recruitment (OTM-R).

In addition to the values and pillars that govern the Institution as a Foundation, IIS Aragón is committed to formally implementing these principles, ensuring that selection processes are open and transparent, and that candidates are selected using objective and comparable criteria, considering meritocracy and respecting fair treatment and equal opportunities. This policy is also aligned with current legislation related to employment, equality, diversity, and data protection. It will be reviewed periodically to ensure its content is updated and complies with established practices and current legislation.

All recruitment and selection processes will respect and comply with the following principles: OTM-R Code, Open, Transparent, and Merit-Based Recruitment of Researchers:

- *Código OTM-R, Contratación Abierta, Transparente y Basada en el Mérito de Investigadores*
- *Constitución Española*
- *Estatuto de los Trabajadores*
- *Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación.*
- *Ley 14/2007, de 3 de julio, de Investigación biomédica.*
- *Real Decreto 103/2019, de 1 de marzo, por el que se aprueba el Estatuto del personal investigador predoctoral en formación*
- *Ley de Transparencia*
- *Ley de Protección de Datos*
- *Ley de Igualdad Efectiva entre Mujeres y Hombres. 17 de julio de 2015*

In conclusion, the objective of this OTM-R policy is to make research careers more attractive, ensure equal opportunities, and facilitate mobility.

2. PRINCIPLES

The selection and hiring processes of IIS Aragón personnel are governed by a series of basic principles that guarantee equal access to employment for everyone, in accordance with the constitutional principles of equality, merit, capacity, and publicity, and in compliance with national and international standards in the matter, specifically the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C).

These principles apply to the recruitment and hiring of all staff at the center, regardless of their professional category, including research, technical, and management and service staff. To implement this, we must consider this policy on 'Open, Transparent, and Merit-Based Recruitment (OTM-R)' as a set of tools to implement recruitment practices that involve open, transparent, and merit-based hiring within research organizations; all of which is highly linked to the C&C.

- **Publicity:** Job offers and the terms of the calls will be published on the IIS Aragón website in all cases; on the EURAXESS portal for calls aimed at research, and in other media such as LinkedIn if necessary to achieve broader dissemination. The published offer must detail the knowledge and skills required for the position, the main functions to be performed, mandatory and valuable requirements, and the closing date of the offer.
- **Transparency:** Offers will define access requirements, the aspects to be evaluated, and their weighting.
- **Equality:** The call will ensure that no one is excluded unless they do not meet the requirements set out in the call itself.
- **Merit and Ability:** Selection must be based on the evaluation of the curriculum or through a previously established scale, conducting interviews, or technical or psychometric tests if applicable, or any other system that ensures the objectivity and rationality of the process. Interruptions in a professional career or chronological variations in the CV will not be penalized but considered part of the researcher's progression toward a multidimensional professional career.
- **Professionalism and Impartiality:** The selection committee will be composed of professionals from the research management area and science professionals or technical staff from different departments and areas, ensuring there is no conflict of interest with the candidates admitted to the selection process.

3. HIRING PROPOSAL

When the research and innovation team or the SSCC area of the IIS Aragón identifies a need to hire personnel, they will contact HR - Legal Economic Unit to submit a formal proposal via email (rrhh@iisaragon.es).

Once the hiring need is identified, HR will proceed to send an updated model template according to the hiring guidelines 'Position Announcement Form', along with a guide on the course of the selection process, with the aim of providing information on the process and streamlining it, both to the members of the Selection Committee and to the users registered for the position. Similarly, it aims to generate a good user experience for all.

4. SELECTION COMMITTEE APPOINTMENT

In order to manage the selection process in a uniform, equitable, and fair manner for all candidates, a Selection Committee will be established once the position announcement is defined. This committee will be composed of the Executive Director of the IIS Aragón, as the Foundation's representative, and five members representing. On one hand, the research group or SSCC area to which the position is assigned, Human Resources as part of the selection process, and the Secretary of the selection process, in any case designated by the Executive Director of the IIS Aragón.

5. ANALYSIS AND DESCRIPTION OF THE CALL

Based on an announcement template created for the advertised positions, the Selection Committee for each selection process will establish a list of requirements to be met by the profiles presented, which will be evaluated in a preliminary screening phase and subsequently in the interview.

- **Compulsory:** it be determined based on the area to which the announcement is addressed. CVs must strictly comply with these requirements in order to be assessed in the subsequent scoring.

5.1. Candidate evaluation

Desirable (**85-points** score):

- Education and applicable knowledge (**0 to 20 points**)
- Professional experience: Aimed at determining the level at which the candidate has developed tasks related to the advertised position throughout their professional career (**0 to 40 points**)
- Skills for the position (**0 to 25 points**)

- Digital Skills in computer environments **(0 to 15 points)**
- English level (reading, speaking, and writing) **(0 to 10 points)**
- For the interview (second phase), there will be an evaluation of alignment with corporate values and personal competencies **(0 to 15 points)**

Before publishing any new job offer, the request must have been authorized by the management of IIS Aragón, and the balance of the project that will finance the hiring must be sufficient.

6. ANNOUNCEMENT

Based on an announcement template created for the advertised positions, the Selection Committee for each selection process will establish a list of requirements to be met by the profiles presented, which will be evaluated in a preliminary screening phase and subsequently in the interview:

- The IIS Aragón Website.
- EURAXESS for research-oriented announcements.
- LinkedIn: IIS Aragón.

7. HIRING PROCESS

The selection process will be carried out according to the following elimination phases:

7.1. 1st Phase

Screen Candidates and Candidate Evaluation: Checklist of Standards

For those applications received within the deadline (10 calendar days from the day following the publication of this resolution announcement), the Selection Committee will proceed to verify the requirements required for the scoring of assessable standards: evaluation of training, experience, and skills/abilities, and will assign a score that will be reflected in the selection minutes. The claimed merits must be duly accredited within the established period. As for the next phase, the interview phase, only candidates who score above 45 points will proceed to the next phase.

7.2. 2nd Phase

Interview

To assess personal competencies as an element of evaluation of the candidate's contribution and motivation to the project, their reasoning ability, and their ability to present and solve problems, a personal interview will be conducted and evaluated by the Selection Committee with a maximum of 15 points. In any case, a minimum score of 55 points must be obtained in the set of the previous phases to be able to access the advertised position.

8. RECRUITMENT POLICIES

The recruitment policies incorporated by IIS Aragón into its selection processes aim to define the best practices applied to personnel hiring, optimizing selection processes, supporting onboarding, and ensuring development.

These are the recruitment policies guaranteed by IIS Aragón:

- **Equality, Diversity, and Inclusion:** To ensure that all individuals, regardless of their ethnicity, gender, ideology, or sexual orientation, have the same rights to be hired when the time comes.
- **Meritocracy:** The selection and subsequent hiring of the candidate will be based on their merits and abilities. The candidate's evaluation will always consider that their competencies and aptitudes match the requested profile.
- **Confidentiality:** Ensuring the protection of all information regarding candidates in the selection processes.
- **Attractive Social Benefits:** Competitive remuneration; resources and work equipment; training offers; professional growth; a healthy work environment; flexibility/work-life balance; telecommuting, among others.
- **International Mobility:** Offering the possibility to acquire intercultural skills, learn other techniques, work in other teams, and expand the professional network globally.
- **Mobility:** Providing support in matters related to relocation and integration into society for external candidates. This request should be directed to HR, which will manage the process.
- **Recognition:** Helping individuals feel heard and part of a team, contributing ideas, proposals, and added value from the outset, and fostering a sense of belonging to the organization.

9. APPOINTMENT AND RESOLUTION

Once the selection process is completed, the Selection Committee will issue the proposal for hiring or, if applicable, propose that the announcement be left vacant. The Executive Director of IIS Aragón will proceed to issue the resolution agreeing to the appointment, thereby concluding the process. In case the contract is not formalized with the first proposed candidate, it may be filled by order with the remaining candidates. The announcement resolution will be published on the IIS Aragón website and will occur within six months from the day following the publication of the announcement.

10. ONBOARDING

At the time of contract signing, the HR unit will provide each new hire with the following documentation:

- Information Security Policy
- Open Science Policy
- Spin-off Regulations
- Management Policy
- Good Scientific Practice Guide
- IIS Aragón Strategic Plan
- Cooperative Scientific Project
- Transfer and Translation Plan
- Emerging Groups Mentoring Plan
- Integration Plan
- Equality Plan
- Training Plan
- Communication Plan
- Protocol for Action Against Workplace Harassment
- Welcome Manual
- IISA Labor HR
- IISA Work Manuals and Tools
- IISA Occupational Risk Prevention
- HR Forms

11. CONFLICTS OF INTEREST

Furthermore, all staff involved in the recruitment and selection process should avoid participating in the recruitment and hiring decisions made on candidates that

share any type of close relation (immediate family, relatives, friend, etc.). This also includes being a member of the Selection Committee.

12. PERSONAL DATA PROTECTION

In accordance with the provisions of *Organic Law 3/2018, of December 5, on the Protection of Personal Data and guarantee of digital rights* (BOE» no. 294, of December 6, 2018), and with the provisions of Regulation (EU) 2016/679, of April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, the data provided by the applicants will become part of the Personal file, whose purpose is the organizational and administrative management of personnel selection processes and the institute's employees.