



HR EXCELLENCE IN RESEARCH

iiSa

Instituto de Investigación Sanitaria Aragón

SELECTION PROCESS FOR CANDIDATES

1. Announcement
2. Hiring Process
3. Onboarding



1. Announcement



Job Advertising Channels, IIS Aragón

IIS Aragón Website, with a standard application deadline of 10 business days, except in urgent cases where the deadline is reduced to 5 business days

<https://www.iisaragon.es/empleo/>

Linkedin IIS Aragón

<https://www.linkedin.com/company/iisaragon/>

EURAXESS for research job openings:

<https://www.euraxess.es/my>

REGIC, depends on the job

Documentation to be submitted for the evaluation of applications

What documentation is required to evaluate my application?

- Curriculum Vitae.
- Supporting documentation for the indicated merits (academic degrees, courses, languages, etc.).
- Employment history.
- Consent for the use of personal data from the CV.

All application submissions will be received through

ofertaempleo@iisaragon.es





2. Hiring Process



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Hiring Process

Fase A) Screen Candidates:

Once the application deadline has passed (standard application period of 10 business days, except in urgent cases where the deadline is reduced to 5 business days), HR will proceed to close the job posting on the website and will inform applicants that the posting has been closed and outline the next steps.

Hiring Process

Fase B) Candidate Evaluation: Checklist of Standars

Verification of minimum requirements, with candidates who do not meet these requirements being excluded.

Confirmation that the application has provided all the documentation referenced in the CV. Scoring of the evaluable requirements, compared with the documentation provided by the candidate. A minimum score of 45 points, as indicated in the posting, must be achieved to proceed to the next phase of the process.

Once all documentation submitted by the candidates has been reviewed, the total score is calculated, and a record of the selection process is prepared, which must be signed by the Executive Director and the person serving as secretary of the selection committee.

After this review, HR will schedule interviews with candidates who have passed the screening phase and will notify candidates who did not pass this first part to maintain a record of the process.

Hiring Process

Fase C) Interview and Assessment

The Selection Committee will evaluate the competencies of the most suitable candidates through interviews.

By 'competencies,' we mean the skills or abilities that a person needs to effectively perform the job they hold.

This process will identify whether a candidate is competent for a specific position at the personal, motivational, and aptitude levels. Additionally, it will assess whether there is alignment between the worker's characteristics ('competencies') and the requirements of the role.

Hiring Process

Fase D) Lock down the successful candidate

After the interview, HR contacts the candidate with the highest score to inform them that they have been selected for the position and that a job offer will be made.

In the event that the candidate with the highest score declines the offer, the next candidate will be contacted based on their score, and so on.

The rejection of the offer by this candidate must be formally communicated to HR at rrhh@iisaragon.es with the subject line 'Decline of Job Offer.'

3. Onboarding



Appointment and Resolution

Once the decision is communicated to the selected candidate and they accept, an official appointment is issued, which is publicly announced on the website (within the job posting) and signed by the Executive Director. Additionally, all participants in the selection process are informed of its closure and the next steps.



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The logo for Instituto Investigación Sanitaria Aragón (IISA), featuring the letters 'iisa.' in a white, handwritten-style font on an orange circular background.

iisa.

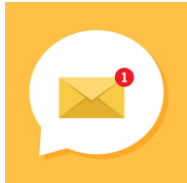
Onboarding IIS Aragón

On behalf of the INSTITUTO INVESTIGACIÓN SANITARIA ARAGÓN (IISA), we would like to welcome you to our Foundation.

If you have been awarded a position at IISA, congratulations! We are delighted to have you on board and want to assist you in making your integration as smooth as possible.

In the coming days, you will receive an email outlining the steps to follow for your hiring process.

Warm regards and our warmest welcome!



If you have any questions or
comments, we're just a click
away

rrhh@iisaragon.es

¡Thank you!