



RECRUITMENT POLICY FOR RESEARCH STAFF

Open, Transparent and Merit-based Recruitment (OTM-R)

Table Of Contents

1. INTRODUCTION.....	2
1.1 Scope.....	3
1.2 Responsibilities	3
2. PRESENTATION OF THE RECRUITMENT APPLICATION TO DIRECTION.....	3
3. SELECTION COMMITTEE	4
4. PUBLICATION OF JOB OFFER.....	6
5. EVALUATION OF THE CANDIDATES.....	6
Selection and Interviews	6
Candidate proposal.....	7
6. REPORT TO DIRECTION.....	7
7. FORMAL HR OFFER.....	7
8. NOT SELECTED CANDIDATES.....	8
9. DIVERSITY AND EQUAL OPPORTUNITIES IN THE WORKPLACE.....	8
10. DATA PROTECTION.....	8

1. INTRODUCTION

The Centre Tecnològic de Telecomunicacions de Catalunya (CTTC) endorsed in October 2013 The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers, showing its support for ensuring a high quality research environment for European researchers.

Since then, CTTC has been working to implement the points of the Charter and Code, complying with the requirements of the Human Resources Strategy for Researchers (HRS4R). The related information can be found in this link: <http://www.cttc.es/hrs4r-human-resources-strategy-for-researchers/>

Open, Transparent and Merit-Based Recruitment (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, which was introduced in 2005.

OTM-R ensures that the recruited research staff have the best profile for a specific job position, guaranteeing the benefits for staff, institutions and, ultimately, for the research system.

The recruitment and selection of effective personnel is crucial for the success of CTTC. Thus, we are fully committed to offer and attain an open, transparent, and merit-based recruitment (OTM-R) for any potential candidate during the entire recruitment process. This policy establishes the necessary criteria and procedures to ensure that the selection process is fair, transparent, merit-based, and free from both prejudices and discrimination in accordance with the principles of *The Code of Conduct for the Recruitment of Researchers*.

The code of conduct for the recruitment of researchers contains the following principles:

- Recruitment through open, transparent, and merit-based processes
- Experienced selection committee with the appropriate skills and gender diversity
- Transparency-based recruitment processes
- Recruitment based on merits, as well as future potential of the candidate
- The career timeline variations or gaps in the CVs should not be penalized, rather it should be considered the career evolution
- Recognition of the experience
- Recognition of the professional qualifications
- Recognition of the professional development throughout life (seniority)
- Clear rules will be established for the recruiting of postdoctoral candidates, including the duration, goals, etc.

For further details on the development of each principle, please consult the following link: <https://euraxess.ec.europa.eu/jobs/charter/code>

1.1 Scope

This recruitment policy applies to all the CTTC research personnel, including permanent, interim, and temporary staff.

1.2 Responsibilities

The members of the selection committee shall be responsible for:

- Conducting the selection process following the OTM-R principles and the procedure established by the CTTC in this document
- Participating in the committee's selection/evaluation steps
- Proposing the best candidate to fill the vacancy in accordance with the selection criteria published in the call

The HR department is responsible for guiding and offering advice on the good recruitment and selection practices and methods to the selection committee.

2. PRESENTATION OF THE RECRUITMENT APPLICATION TO DIRECTION

For temporary positions, the request for new job offers or changes in contractual status must be submitted to the Direction for approval through the recruitment form and call text.

The forms will not be accepted without the necessary validations from the Administrative department, which will review the eligibility criteria and the adherence with the employment regulations and the CTTC HR policies.

For both the interim and permanent positions, the recruitment form is not required. Direction informs the corresponding RU, if applicable, and the RU then prepares the Call text which needs to be presented to Direction for getting the approval.

The job offer must specify:

- The title of the job position.
- Scientific and technical description of the activity to be carried out. The type of the contract being offered.
- Required experience and skills along with the list of the related selection criteria.
- The required competencies in accordance with both the CTTC professional category and the research career profiles (R1-R4).
- The list of the recruitment conditions.
- The deadline for submitting the documentation or closing date for the applications.
- Expected date to join the position, if applicable.
- Changes in the contractual status ALWAYS require a new offer to be made and the procedure should be followed through all the stages.

- Reference to CTTC's equal opportunity policy and commitment (text and logo HRS4R: *"CTTC offers and promotes a diverse and inclusive environment and welcomes applicants regardless of age, disability, gender, nationality, race, religion, or sexual orientation. CTTC seeks to increase the number of women in those areas where they are underrepresented and therefore explicitly encourages women to apply. CTTC is committed to increasing the number of individuals with disabilities in its workforce and therefore encourages applications from such qualified individuals."*)

The recruitment policy will be available on the CTTC website.

For the recruitment of new personnel to CTTC, a selection process must always be carried out, except when there is a process certified by an external body within the framework of a grant or personal grant (e.g., Juan de la Cierva, Ramon y Cajal, Beatriu de Pinós, FI, FPIs, ERC, etc.). If the number of grants per institution is limited, CTTC will prioritise candidates based on relevant aspects of their CV.

3. SELECTION COMMITTEE

Before the selection committee is set up, a proposal must be presented to Direction for approval. **The members of the selection committee must hold a professional category equal or senior to the position being recruited.**

The selection committee members will vary according to the characteristics of the job position to be published. The Chairperson of all committees is the Director of the centre who, by default, delegates to

- **Temporary positions connected to competitive projects (including Predoc, Postdoc positions):**
 - Chairperson: Head of the corresponding Research Unit (RU)
 - Secretary: Project principal investigator
 - Member: Representative appointed by the Works Council
- **Interim positions:**
 - Chairperson: Head of the corresponding RU
 - Secretary: Promoter of the corresponding RU
 - Member: Representative appointed by the Works Council
- **Permanent positions:**
 - Professional categories R1-R2-R3:
 - Chairperson: Head of the corresponding RU
 - Secretary: Promoter of the corresponding RU
 - Board Members:
 - One representative appointed by the Works Council
 - Minimum one external expert

- Professional category R4:
 - Chairperson: Director of the centre
 - Secretary: Director of the corresponding RU
 - Board Members:
 - One representative appointed by the Works Council
 - Minimum two external experts

In the case of positions not connected to the RU, Direction will assign the Chairperson and Secretary from two different Rus.

In the case of temporary positions, it will be necessary to state the proposed composition of the selection committee to the Direction and update the recruitment form with this information.

The corresponding RU Head must submit a proposal on the composition of the interim or permanent staff selection committee to the Direction of the Centre for approval and public announcement within the Management Team.

In any event, in accordance with the principles established in *The Code of Conduct for the Recruitment of Researchers for Open, Transparent and Merit-Based Recruitment of researchers (OTM-R)*, the selection committee must be independent. That is, there must be no conflict of interest among the members, and the decisions must be objective and evidence-based rather than based on personal preferences.

It is recommended that all the members of the selection committee participate in all the steps of the selection process. The members of the Works Council should ensure that the entire process is carried out correctly, but they shall not perform candidate evaluation.

In general, it is *always* recommendable to include external experts in the evaluation process. If possible, gender diversity must also be ensured, in accordance with the principles of *The Code of Conduct for the Recruitment of Researchers*.

The external evaluation reports are non-binding, but it is mandatory to take them into account in all the selection processes. These reports must be attached to the Committee's report documentation without any alteration of their content.

The decisions on candidates shall be taken by consensus of the selection committee.

When external expert evaluations are required in accordance with the above information, it is recommended that the process is conducted in a non-face-to-face manner, by holding meetings and interviews online, with the aim of avoiding extraordinary expenses (i.e., travel or meal allowances). If any compensation were to be incurred, the provisions of Royal Decree 462/2002, appendix IV, for the category of committee members, shall apply.

4. PUBLICATION OF JOB OFFER

Once the proposal for the selection process is approved, the documentation required with the text of the call will be sent to HR, through the Direction Secretary, to publish the call (on the CTTC website and on the appropriate portals/sites). Publication on the EURAXESS website is compulsory.

The offer must remain open for a MINIMUM period of one month for temporary positions (including interim positions) and two months for other positions. For periods shorter than those indicated, a substantiated request must be submitted for approval by Direction.

The deadline set in the job offer cannot be extended.

Applications can only be submitted via the electronic system/application (through which applicants will receive an automatic confirmation message) and all attempts will be made to limit the Documentation required to what is strictly necessary to conduct the selection phase and keep the administrative burden to a minimum.

**In temporary positions linked to competitive projects that establish an electronic system/application other than the one on the CTTC website, it will be necessary to state this in advance on the recruitment form and attach the corresponding documentation (terms and conditions of the offer, grant agreement) proving the obligation for the temporary position application to be conducted via an electronic system/application external to CTTC.*

5. EVALUATION OF THE CANDIDATES

The application evaluation process will start on the date of the call deadline. The Chairperson of the selection committee must set the meeting schedule and the general guidelines for the evaluation and selection process to be followed by the selection committee, which will include, in any event, the following aspects in accordance with the principles of *The Code of Conduct for the Recruitment of Researchers for Open, Transparent and Merit-Based Recruitment of researchers (OTM-R)*:

Selection and Interviews

The HR department will provide the committee chairperson with all the applications submitted to the call.

All applications must be reviewed. The process will entail the following steps:

- Pre-selection to verify eligibility in accordance with the requirements included in the call
- Pre-selection of applicants for interviews
- Holding interviews (preferably remotely)

All candidates must be treated equally, and remote or face-to-face interviews are conducted in the same way.

The criteria for selecting researchers should focus on both the past performance of applicants and their future potential. The emphasis must change according to the profile of the position offered and, in accordance with the principles of *The Code of Conduct for the Recruitment of Researchers*, the evaluation criteria must be consistent with the requirements of the position.

Candidate proposal

Once the evaluation process has been completed, the selection committee must make a prioritized proposal of candidates to fill the position offered and relative professional category. The proposal of candidates will be SOLELY ordered on both their competencies basis and the relevance of the merits provided to the development of the activity related to the offer.

6. REPORT TO DIRECTION

Once the selection committee has completed the candidate evaluation, the report on the entire process must be sent to the person responsible for HRS4R at CTTC (Directorate of Quality Programs) for reporting to Direction, notifying of any type of irregularity in the process.

The recruitment report must be signed by all the members of the selection committee, who, prior to signing state that “to the best of their knowledge and understanding, the committee’s actions have followed the Code of Conduct for the Recruitment of Researchers”. This code of conduct is available via the CTTC website or directly at <https://euraxess.ec.europa.eu/jobs/charter/code>

7. FORMAL HR OFFER

Once the report has been endorsed by Direction, the corresponding documentation will be provided to the CTTC Human Resources Department to make the formal offer for the first candidate in the prioritized list. The formal offer contains the proposed gross annual remuneration, ALWAYS in accordance with the salary scale in force. The formal offer to the candidate includes:

- Information on the position offered
- Conditions (annual gross salary, working hours, modality and duration of the contract, holidays)
- Employee benefits
- Start date

The incorporation phase starts with the signed acceptance of the candidate.

Should the applicant, receiving the offer, decline it, the offer has to be made to the next selected candidate in the prioritized list. The offers made to candidates reaching lower positions in the selection list cannot be HIGHER in terms of remuneration and superior working conditions than for the previous candidate.

If none of the candidates included in the prioritized list by the selection committee accepts the formal offer, the selection process will be declared as NOT FILLED, and a new selection process will need to be launched.

The Direction will not issue approvals during the month of August on a regular basis and therefore no recruitments shall be held during that time.

8. NOT SELECTED CANDIDATES

In accordance with the principle of Transparency of the Code of Conduct for the Recruitment of Researchers, all applicants will receive a written notification at the end of the selection process. In the case of individuals who were interviewed, it is recommended to include information on the strengths and weaknesses of their application. For the rest of the applicants who did not reach the final stages of the process, a standard email will be sent informing them of the result of the selection process. In any event, all candidates may request more information on the outcome of the process.

The CTTC will establish a procedure to deal with complaints from applicants who consider that they have been treated negligently, unfairly, or incorrectly. In this case, the process will be handled by HR, giving the applicant a response within the maximum reasonable time from the complaint submission.

9. DIVERSITY AND EQUAL OPPORTUNITIES IN THE WORKPLACE

CTTC is an employer that offers equal opportunities and is committed to both diversity and inclusion. We are pleased to consider all persons applying for a qualified employment without distinction as to race, colour, religion, sex, sexual orientation, gender identity, nationality of origin, age, disability, or any other basis protected by applicable state or local law.

10. DATA PROTECTION

The database of applicants and all the applications received via the CTTC website are managed by the Human Resources team. This information is handled with due confidentiality, and exclusively for the aforementioned purpose. It will be available to the members of the selection committee for carrying out the process.



Advanced research for everyday life

Parc Mediterrani de la Tecnologia - Building B4
Av. Carl Friedrich Gauss 7
08860 - Castelldefels
Barcelona (Spain)
www.cttc.es



HR EXCELLENCE IN RESEARCH