

OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT POLICY (OTM-R POLICY)

1. INTRODUCTION

The Biomedical Research Institute of Murcia (IMIB) has as its main purpose to promote and develop biomedical research and innovation of excellence in the area of the Autonomous Community of the Region of Murcia, with special attention to those of a cooperative, transversal and multidisciplinary nature and with a markedly translational goal.

IMIB is committed to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter and Code, C&C) promoted by the European Commission within the framework of the Human Resources Strategy for Researchers (HRS4R), as well as with the principles of open, transparent, and merit-based recruitment (OTM-R).

With the aim of attracting talent and guaranteeing the hiring of the right people for the different positions, it is necessary to carry out a specific strategy in human resources area in order to improve the selection processes of research and management staff, taking into account the OTM-R criteria.

This document establishes the IMIB's OTM-R policy that will contribute to the development of a more favorable work environment for research, promoting the mobility of research staff, both through external stays of IMIB staff itself and through the dissemination of offers of employment in the Euraxess portal that allow attracting international talent to the institution.

To this end, this document firstly indicates the principles that govern the IMIB's contracting policy, then presents the different phases of the selection process that is carried out, followed by a description of the Evaluation Committee, then it is indicated how the welcome of the new personnel is carried out and finally the quality control that will be carried out of said policy is established.

This OTM-R policy is aligned with the action plan proposed in the framework of the IMIB HRS4R Strategy.

2. PRINCIPLES OF THE OTM-R POLICY

IMIB has a series of specific plans and initiatives aimed at the promotion and development of its professionals, regardless of their age, gender, nationality, race, religion, or sexual orientation.

The personnel selection processes carried out at the IMIB guarantee the following principles:

- Access to employment through public calls based on the objectivity, merit, equality and capacity of the candidates.
- Promotion of transparency in selection processes.
- Guarantee specific measures of equal opportunities between women and men in access to the different positions offered.

IMIB also has different actions to facilitate the reconciliation between family and professional life, with teleworking policies and flexible hours as far as possible.

In addition, it should be noted that the IMIB offers the institution's staff the use of different research support platforms, as well as the use of spaces to promote the development of its R&D&i activities

3. SELECTION PROCESS

The selection processes carried out by the IMIB guarantee equal opportunities and access for anyone interested in the different offers that are published, to promote the mobility of research staff and achieving greater attraction of talent. To facilitate the participation of all the candidates and that such participation occurs with equal opportunities, all applications are submitted through a computer application enabled for this purpose.

The different phases of the selection process are indicated below:

➤ **Phase 1. Preparation of the job offer.**

The person promoting the hiring has a form on the IMIB website in which they must describe the characteristics of the job for which they wish to publish a call. These characteristics of the offer include, among others, the following aspects:

- Description of the object of the contract and the work center to which it is assigned.
- The tasks to be carried out by the selected person.
- The essential requirements that must be accredited to be part of the selection process.
- The assessable merits that will be considered during the selection process with a breakdown of the different sections that will be assessed.
- The duration and type of contract.
- The remuneration of the position and the origin of the financing.

The Research Area and the Human Resources Area of IMIB can advise PIs in the preparation of the job offer.

Once the template is completed with the different required characteristics, a validation is carried out by the different areas involved in the contracting process. In those cases, in which the salary does not conform to the salary remuneration approved by the IMIB, it must be authorized by the General Director of Public Function of the Region of Murcia.

To do this, the PI must write a document justifying the need for the call that will subsequently be reviewed by the IMIB Research Area to be transferred to the General Directorate of Public Function, so that there is a favorable report for publication of the offer.

➤ **Phase 2. Publication and dissemination of the job offer.**

The different job offers are published through the IMIB website (<https://www.imib.es/rrhh/ofertasEmpleo.jsf>) and the FFIS page (<http://www.rrhh.ffis.es/>) and in the cases in which it is considered necessary, they will also be published through the Euraxess portal to promote the attraction of international talent. Job offers can also be published by other complementary means such as professional associations, faculties and other organizations. Those interested in participating in the selection process must submit the documentation through the specific computer application enabled by the IMIB. They also have a user guide to register in it and understand its operation ([Candidate Manual. Presentation of Curriculum](#)).

➤ **Phase 3. Evaluation of the candidates and selection of the ideal person.**

Once the deadline for submitting applications has ended, the Evaluation Commission is informed so that it can proceed to review and assess the documentation provided by each of the people presented. Only those aspects duly accredited and presented in a timely manner will be considered during the evaluation process. The Commission may carry out personal interviews and aptitude tests if it deems it appropriate for the position required to assess the maturity, comprehensive training, initiative and motivation, as well as suitability for the job of the different people presented. After completing the evaluation process, the Commission will submit a proposal to the IMIB Director with the selected candidate and possible alternates.

➤ **Phase 4. Publication of the resolution of the job offer.**

A provisional resolution is published by the IMIB indicating the name and surname of the selected person and, if applicable, the candidates who remain in reserve. To comply with the principles of transparency, the result of the selection process will be published with the detail of the score obtained for the different applications with a breakdown of the different evaluation sections and anonymizing the applications as far as possible. In this way, everyone will be able to know how the process has been carried out and those aspects where they must improve based on the result obtained. Those who are not satisfied with the resolution have three days to state their reasons. The Evaluation Committee will review the different discrepancies, if any, and will answer them as soon as possible. Finally, and once all the allegations have been assessed, the selected candidate will be proposed, and the final resolution will be published.

➤ **Phase 5. Formalization of the contract of the selected person.**

In this last phase of the process, once the final resolution has been published, the Human Resources Area will contact the person promoting the job offer to confirm the date of incorporation of the selected person and will contact them to carry out the formalization of the work contract.

4. EVALUATION COMMISSION

The Evaluation Commission in charge of evaluating the different job offers will be made up of a minimum of three members and will be coordinated by the person promoting the hiring. The composition of the committee is indicated in the job offer.

The members of the Evaluation Commission must meet the capacity requirement, act based on criteria of non-discrimination and have no conflict of interest.

The Evaluation Commission will have information regarding the OTM-R principles applicable to the evaluation of merits, through specific instructions, so that they can adapt their decisions to these aspects and, above all, carry out an evaluation of the global trajectory of all candidates.

5. INCORPORATION OF THE SELECTED PERSON

The principal investigator or person delegated by him/her will oversee conducting the welcome process of the person. You will be explained the main objectives of the work area to which you are joining, as well as the strategic lines and the short- and medium-term objectives.

Within this welcome process, the main internal management procedures will be indicated and the main contents of the Welcome Manual for newly hired personnel will be explained, as well as the Guide to ethics and good practices in research, and those other documents considered of interest.

6. QUALITY CONTROL

To carry out a periodic evaluation of the selection process of the personnel and verify the correct fulfillment of the OTM-R criteria, the IMIB Quality Commission will be in charge of carrying out the quality control of this policy.

If you have any doubts or questions regarding IMIB's staff recruitment and selection policy, you can contact the Human Resources Area, via e-mail: recursoshumanos@ffis.es