



## OPEN AND TRANSPARENT RECRUITMENT POLICY BASED ON MERITS

Biobizkaia Health Research Institute is committed to the **principles of Open, Transparent and Merit-based Recruitment (OTM-R)**, according to the HRS4R Strategy.

This document reflects the OTM-R policy at the Biobizkaia HRI.

The selection of personnel shall be carried out through objective procedures guaranteeing the principles of equality, merit and ability, as well as those established below:

- a) Publicity of the job announcements and their bases.
- b) Transparency.
- c) Impartiality and professionalism of the members of the Selection Board.
- d) Independence and technical discretion in the actions of the Selection Board.
- e) Adequacy between the content of the selection processes and the functions or tasks to be carried out.
- f) Agility, without prejudice to objectivity, in the selection processes.

The Selection Board will be composed of personnel of Biobizkaia HRI, although the advice of the affiliated staff may be sought, as functional experts in the Projects or activities to be developed by the people to be hired.

### 1. Detection of hiring needs

The hiring process always begins with the detection of the need to cover a new job position. This need may arise to cover three types of personnel: Research Staff, Technical Staff of the Services and/or Platforms and Support Staff of the Management Support Units.

In the case of Research Staff, this need may arise either because there is a project in progress and more staff is needed or because funding is available and, based on it, the development of new projects is valued.

At that time, the need to hire a professional will be reported to the project manager (PM) of the area. The PM will notify the HR Unit. In the case of other types of vacancies, the person in charge of the unit or the head of the department is in charge of making the request to the HR Unit. The contractual aspects to be included in the job offer will be taken into account:

- Duration of the contract
- Type of working day (full or part-time and in the latter case, the percentage indicating the number of hours per week).
- Expected discharge date and salary. For the definition of the same, the bases of the project that affect the contractual conditions of the position to be created will be studied for each job offer.

All the indicators, including those mentioned above, necessary for the fulfilment of the project's bases will be communicated to the Institute's Human Resources unit and in this way the forecast for this hiring will be drawn up.

## 2. Publication of the Job Offer

### 2.1 Elaboration of the job offer

The offer shall be drafted in the established format and translated into English for its publication in Euraxess.

This format contains a number of points, some of which have already been detailed in section 1. Specifically and to be defined by the Principal Investigator (PI):

- The reference of the project to which the contract will be awarded.
- The description of the general characteristics of the vacant position (tasks to be performed) that define the competences and content of the position, as well as the list of the personal competences required (Training, Experience and Skills). These competencies shall be stated in two sections: necessary requirements and requirements to be assessed.

The HR Head will define (after having defined the position together with the Principal Investigator) the contractual conditions according to the economic availability and the Biobizkaia Health Research Institute salary scales:

- Duration of the contract, type of contract and possibilities of extension (linked to the candidate's possible opportunities and prospects for professional development).
- Working day.
- Expected date of registration in the institute.
- Gross annual salary.
- Place of employment.
- Group or Unit to which the project belongs.

Lastly, the following should also be included:

- Necessary application instructions addressed to potential candidates for the job offer for applications.
- Reference to the OTM-R Policy (Open, Transparent and Merit-based Recruitment) and Equality and Work-Life Balance Policy.

### 2.2 Publication-Dissemination and Tracking

The HR Unit will make a public announcement during at least 30 days in:

- The job offers platform on the IIS Biobizkaia website (<https://www.biobizkaia.eus/en/servicios/trabaja-con-nosotros>) from which the candidate must register for the offer itself.

- The Euraxess platform (<https://euraxess.ec.europa.eu/>).
- Any website/ or platform on which the Principal Investigator is interested in disseminating.

In both advertisements must be clearly indicated:

- Research project and its reference.
- Opening and closing dates of the offer.
- Educational level, experience and other requirements.
- Skills to assess.
- Number of points of each requirement (max. 100).
- Tasks to perform.
- Contractual terms and conditions.
- Annual gross salary.
- Research Area/Platforms/Support Units and Research Group to which it will be assigned.

The Head of the HR Unit will carry out the verification of the requirements of the. Whenever deemed necessary or advisable, the application period of 30 days will be extended.

### 3. Evaluation and selection

Once the deadline for submitting applications has ended, the HR Unit will send the members of the Evaluation and Selection Committee, via email, access to the applications tray that will contain the list of applications received with their CV. In the same email, an evaluation proposal model will be attached.

Said Evaluation and Selection Committee will evaluate the merits and identify the best candidate according to the offer and will draw up a report called the Assessment Act, arguing the decision.

The evaluation system to be followed is as follows:

- In the Criteria 1 - required section: It is only indicated whether it does or does not comply. In this section, if the candidate does not meet comply with some of the criteria, the following section “Criteria 2 and 3 – merits and interview” cannot be assessed.
- The section Criteria 2 and 3 – merits and interview has a total score of 125 points. The Evaluation Committee may establish, according to its appreciation, the maximum evaluation of each one of the elements that compose it. Except for the interview element, which must have a maximum score of 25 points

If the process requires personal interviews as a specific phase, these may be carried out both in person and online.

Once the selection process is finished, the Institute's HR will send an email to all the opponents informing them of the resolution adopted. All candidates will be notified of the result of their application (selected/not selected) within 15 days. A list will also be published on the website with the positions of the candidates and indicating whether the position has been filled.

Any candidate may submit a complaint or suggestion to the HR Unit (RRHH BIOBIZKAIA [rrh@bio-bizkaia.eus](mailto:rrh@bio-bizkaia.eus)). The unit must reply within 30 calendar days.

### Evaluation and Selection Committee

The Evaluation and Selection Committee will be formed according to the established Institute staff profiles:

- **R1 or R2A researchers and technicians (medium or lower level):** The Principal Investigator or unit/platform manager, and the HR head who will review compliance with the principles of transparency, merit and equal opportunities. In case of differences between evaluators, both assessments will be submitted to the criteria of an independent expert within the corresponding health organization.
- **R2B researchers or collaborators and senior technicians:** The evaluation committee will be formed by: the Principal Investigator and the and the head of scientific coordination or, in head cases, area head and human resources head.
- **R3 and R4 Researchers or Senior Technicians or with special responsibility:** In these cases the evaluation committee will be composed of:
  - Researchers: Scientific Director or person designated by him, Coordinator of the group to which this position will be incorporated and Head of HR.
  - Management Personnel: Director of Economic Management and Human Resources or person designated by him/her, responsible for the unit to which this position is to be incorporated and Head for HR.
  - Platform Personnel: Scientific Director or her designee, Coordinator of the platform to which this position is to be incorporated and HR Manager.

The members of the Selection and Evaluation Committee will sign a declaration of absence of conflict of interest before receiving the CVs of the candidates. If they perceive a conflict of interest, they will notify the HR Unit and will refrain from participating in the evaluation process.

All members of the Committee are obliged to maintain the strictest confidentiality with regard to the selection and evaluation process, with communications concerning the process being limited to the Institute's Human Resources Unit.

The HR Unit is responsible of reviewing compliance with the principles of equality, merit and ability.

#### 4. Administrative management of staff recruitment

The HR Unit of the Biobizkaia Health Research Institute will ask the selected person for the necessary documentation to complete the employment contract). Specifically:

- Copy of ID.
- Copy of the Social Security card.
- Certificate of ownership of a bank account or equivalent document.
- CV and copy of academic titles.

Once the contract has been completed and signed, a copy will be given to the person hired, a copy will be sent to the Public Employment Service and a copy will be filed in the Biobizkaia Health Research Institute.

### **5. Quality Control**

The Evaluation-Quality Unit will support the HR Unit in the development of processes, in accordance with the Quality Management System of the Biobizkaia Health Research Institute.