



**SANT PAU**  
Campus Salut  
Barcelona



Institut  
de Recerca  
**Sant Pau**

## **PERSONNEL RECRUITMENT AND SELECTION POLICY BASED ON THE EUROPEAN UNION OTM-R STRATEGY.**

Recruitment through open, transparent and Merit-based Recruitment (OTM-R) processes is one of the European Charter for Researchers' pillars and, in particular, of the Code of Conduct for Recruitment of researchers, which began in 2005. OTM-R ensures the hiring of teaching and research staff with the best profile for a given job and brings benefits to staff, institutions and, ultimately, to the teaching and research system as a whole. Specifically, the OTM-R makes the teaching and research career more attractive, ensures equal opportunities for all candidates and facilitates mobility.

### **1. BASIC PRINCIPLES.**

For the Santa Creu i Sant Pau Hospital Research Institute Foundation, it is a priority to ensure that the recruitment of the most suitable candidate to fill a job is done through an open selection process, transparent and merit-based (OTM-R). Monitoring these guidelines will encourage staff mobility, the exchange of knowledge and, ultimately, the increase in the quality of teaching and research. True to our commitment to the European Union's human resources strategy, our institution's staff selection and recruitment procedures are governed by a set of basic principles that guarantee equal access to access for all work placement. Therefore, the constitutional principles of equality, merit and capacity are followed, respecting in any case the national and international regulations in force in this field, specifically the European Charter of the Researcher and the Code of Conduct for the hiring of Researchers (C&C). The principles of C&C are applicable for the hiring of any staff of the institution, regardless of their professional category.

These principles, with which the FIRHSCSP is formally committed, ensure that selection processes are open and transparent and that candidates are selected following objective and comparable criteria, considering meritocracy and respecting equal treatment and



opportunities. This policy complies with current employment, equality and diversity legislation and also with data protection legislation.

The FIRHSCSP embraces equality and diversity and links these values through our equal opportunity plan. This plan guarantees equal opportunities in hiring, training and managing all the staff of the organization. In addition, it aims to strengthen the relationship between all staff, which represents the main asset of the institution.

Therefore, the selection procedure as well as the policy on which it is based, applies to all FIRHSCSP staff vacancies.

## **2.- SELECTION PROCEDURE**

2.1.- The selection and hiring of staff, in their different categories, will be carried out at the Institute through a competitive process, and the following criteria will apply:

**a) Advertising.** The calls will be published in any case on the website of the Santa Creu i Sant Pau Hospital Research Institute Foundation ([www.recercasantpau.cat](http://www.recercasantpau.cat)) and on its intranet. In the case of teaching staff and researcher, the calls will be published at Euraxess and depending on the job category, they could be published on specialized websites also. The call published for each job will include a detailed description of the general and specific requirements of the applicant, the specific reference of the position offered and the functions to be performed as well as the opening and closing date of the call.

**b) Transparency.** The calls will define the minimum general and specific requirements (including language requirements) of the applicants. In compliance with the transparency code, candidates must be informed about the status of the selection process, the criteria, the number of vacancies and the professional development plan throughout the recruitment process and are just entitled to ask for information on the strengths and weaknesses of their applications.



**c) Equality.** Calls must ensure that no applicant will be excluded except in cases of non-compliance with the minimum requirements. Candidates who meet the minimum requirements will be assessed without discrimination on the grounds of gender, age, ethnic, national or social origin, religion, beliefs, sexual orientation, language, disability, political opinion and social or economic status.

**d) Merit and capacity.** The selection, depending on the professional category or job chosen, and always respecting the principles of merit and capacity, will be due to a competition of merit. All interviews will follow the same methodology. All candidates will be asked a minimum set of standard questions and additional questions agreed upon by the evaluation committee, to avoid any bias. In selecting a finalist, the Evaluation Committee will use the Candidate Summary Table which contains the basic curricular data (personal data, training, professional experience) and the Pre-selection Report (including: interview comments, Evaluation Committee comments, the scoring of candidates by selection criteria and final score) to evaluate the interviewed candidates, ultimately ensuring a fair evaluation based on the merits of all candidates. According to the Code of Conduct for the Recruitment of Researchers, the assessment of merits will be based on past and current experience, interview performance, motivation, and job suitability.

**e) Professionalism and impartiality.** At least one member of the selection committee for each type of call must belong to the same or higher professional category as the applicant. The affinity for a certain position will be determined by professionals from the same management area and, in any case, any member of the Selection Committee must refrain from participating in the assessment in case it may be affected by the existence of conflicts of interest with applicants. When the need is created to fill a job (either newly created or to replace staff), the person in charge of the corresponding Platform / Service / Management Unit communicates this need to the HR Unit, which depends on the IR-HSCSP Legal Advice Unit. The Head of the HR Unit verifies whether the position has the corresponding FSG-008 Job Description. If it is a newly created



position, he/she requests the Head of the Platform / Service / Management Unit to send a new register F-SG-008 that includes the necessary academic profile and additional training requirements. Recruitment is carried out by the publication of the job announcement / call on the IR-HSCSP website by the HR Unit.

## **2.2. Procedure.**

All recruitment offers will be published as indicated in the section on basic principles of advertising (2.1, a). The selection procedure will be carried out according to the following phases:

### **1) CV review.**

The Human Resources Unit is responsible for reviewing the curriculum for structural staff. However, given the high degree of specialization of scientific positions, the responsible PI is responsible for this phase in the process of selecting research staff. In any case, the Assessment Committee is responsible for the skills assessment phase and face-to-face interviews.

In order to properly select all applications, the Evaluation Committee will evaluate all profiles (CVs) based on the requirements described in the job description and the criteria set out in the Pre-Selection Report. This report will be completed by the PI / head of unit and will establish the required and desirable criteria with their respective scores. Criteria that may complement or add additional value or knowledge in the development of the vacancy will also be taken into account. Similarly, the recognition of mobility, academic qualifications, the decriminalization of chronological gaps, the overcoming of the qualification and postdoctoral accreditation must be considered.

Upon completion of this first screening, there should be a minimum of 3 and up to 5 shortlisted candidates. A telephone interview is conducted to verify the suitability of each candidate and thus optimize the overall selection process. These candidates will be contacted to set the date and time of the interviews (face-to-face or videoconference), taking into account the availability of the Evaluation Committee and the interested party.



**2) Selection and Interviews.** This phase will allow the Evaluation Committee to expand the information on the vacancy and deepen the knowledge of the candidate's training and experience, as well as obtain information on skills and abilities. During face-to-face interviews, the Evaluation Committee should use the Pre-Selection Report document, which contains the necessary and desirable criteria for the position. This document must be completed with the scores obtained by each candidate on these criteria. Psychotechnical tests may be assigned before or after face-to-face interviews to supplement the final decision, but they will by no means be the only reason to rule out a candidate. In cases where proximity or mobility may prevent the face-to-face interview with the Evaluation Committee, virtual tools (go to meeting or videoconference) may be used. Recruitment decisions should be the result of a unanimous election of the Evaluation Committee and will always be based on open, transparent and merit-based principles. In case the PIs make the selection directly, the Human Resources Unit will be able to support in any of the phases described above. The final comments and evaluation of all interviewed candidates will be summarized on the candidate summary table and appropriately stored for future reference. This document gives a final score to each candidate to measure suitability for the job and suitability for the institution. This final step determines who is the selected candidate. In the event that the selection process is not resolved due to the lack of sufficient or suitable candidates, the position will be declared vacant and a new selection process may be initiated.

### **3) Completion of the process.**

All job offers will be notified by phone call, whenever possible, followed by a written confirmation. The job offer should detail: the nomenclature of the job, the team unit, the responsibilities and the contractual conditions. The new contract must confirm receipt of the offer and send a provisional acceptance of the job.

Once the candidate has been selected, the HR Unit requests the necessary documentation for the formalization of the contract and the opening of the personal file, which contains the contract, the DNI and the



documentation related to the contract. In the event that certified copies of the degree are required, they are filed in their custody.

Regardless of the documentation contained in the HR Unit archive, all staff have an individual file, managed, controlled and updated by the applicable Platform / Service Manager.

This file collects the following information:

- Register F-SG-008 Job description.
- Register F-SG-103 Worker file.
- Updated CV, with a minimum biannual frequency.
- Certifications: degree, course attendance diplomas, etc.
- Registers associated with initial training and / or qualification in the workplace (if applicable, Initial Training Plan F-SG-046).

The staff must periodically provide the data and documentation necessary to update their individual file.

Any job offer will always be subject to the validity of qualifications, references, identity and any other relevant verification. In the event of knowingly withholding information or providing false information, the offer may be withdrawn or the employment must be terminated of. Before making a final decision, the HR Unit should contact the person to discuss the concerns raised.

#### **2.4.- Reception of staff:**

The Institut de Recerca website has a section showing the main policies and regulations in force, relevant from a professional and scientific point of view, these policies include, among others, documents such as the reception manual, the code of good scientific practice or intellectual and industrial property regulations.



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### **3.- EVALUATION COMMITTEE.**

The Evaluation Committee will be made up of a minimum of three members with various levels of experience and skills, ensuring in any case that it maintains the right balance between men and women. The committee will ensure that the academic, research and professional quality (including unofficial ones) of all applicants, as well as international and professional mobility, are adequately assessed and evaluated. In any case, the published evaluation criteria are consistent with the job requirements offered. The composition of the Evaluation Committee will be public.

### **4.- COMPLAINTS AND SUGGESTIONS**

For any questions or complaints related to recruitment and / or selection, candidates have the right to present their concerns to the institution. Problems or complaints must be made in writing and addressed to the Head of Human Resources within thirty (30) days of the closing date of the bid, who will study the complaint and decide what action must be taken and notify the person who filed the complaint.

**Human Resources Unit, the 1st of September, 2025.**