



Instituto de Investigación Sanitaria  
del Principado de Asturias



Fundación para la Investigación y la Innovación  
Biosanitaria del Principado de Asturias

**INSTITUTO DE INVESTIGACIÓN SANITARIA DEL PRINCIPADO DE ASTURIAS (ISPA) / HEALTH RESEARCH INSTITUTE OF ASTURIAS (ISPA)**

**FUNDACIÓN PARA LA INVESTIGACIÓN Y LA INNOVACIÓN BIOSANITARIA DEL PRINCIPADO DE ASTURIAS (FINBA) / FOUNDATION FOR HEALTH AND BIOMEDICINE RESEARCH AND INNOVATION OF ASTURIAS (FINBA)**

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

**(January, 2022)**

With the aim of strengthening the European Research Area (ERA), the European Commission adopted the Charter and Code in 2005, which includes the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. These documents are aimed at researchers, as well as funders and public and private-sector employers. They are designed to promote equal rights and obligations for researchers throughout the ERA, aiming to reduce fragmentation in the RDI sector at the local, regional, state, sector and European levels.

The Health Research Institute of Asturias (ISPA) is a biomedical research institution nucleated around the Central University Hospital of Asturias (HUCA), the largest medical center hospital in Asturias (Spain), and is administratively managed by the Foundation for Health and Biomedicine Research and Innovation of Asturias (FINBA). ISPA's goals are to foster translational biomedical research of excellence creating multidisciplinary collaborative environments -based on a day-by-day collaboration between basic and clinical researches- to improve the rapid transfer of scientific knowledge to the clinical practice to benefit patients. Both ISPA and FINBA are fully committed to subscribe to the principles of this Charter and maintain a Human Resources Plan, which promotes continuous professional development: this acts as the basis for obtaining the HR Excellence in Research (HRS4R) award.

The Human Resources Plan includes an OTM-R Policy that is reflected in this document. This policy provides information on the chronological phases of the recruitment process, from the publication stage / application prior to work until selection.

### **RECRUITMENT PHASES**

#### **1. Communication of the hiring need**

The proposal of a job offer firstly requires a dialogue between the Principal Investigator (PI) responsible of the research project and the Human Resources (HR) team to define the characteristics of the vacancy, and to outline the job description and candidate profile for the position needed to fill. The HR team together with the Economic Management Unit will check funding availability for the new contract requested. Once budget availability is confirmed, the hiring request will be evaluated by the Managing Director to grant its approval and/or to make any relevant observations/recommendations he may deem appropriate.

#### **2. Job offer advertisement and application phase**



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Job offers will be widely published on the institutional websites and social media for a duration of at least ten days. In order to increase their visibility and reach the maximum number of potential internal/external candidates, job offers are also published on EURAXESS portal, the Network of Clinical Research Management Entities (REGIC), the Central University Hospital of Asturias (HUCA) and other websites.

The regulatory bases of the job offer will be clearly specified and should compile the following specific information: purpose of the job announcement; number of vacancies; candidate requirements (recruitment criteria may be weighted differently depending on the position in terms of professional experience, academic qualifications, specific knowledge or skills); type and duration of contract; financial endowment; selection system or process with specification of scales; composition of the selection panel; application formalization and submission deadline.

### **3. Application reception phase**

The HR team will receive and register the applications. Candidates should submit their application following the procedure and terms established in the call. The HR team will send an email to each candidate to confirm application receipt and to individually inform about the code assigned for monitoring the selection process.

### **4. Verification of tender requirements and evaluation phase**

The HR team will transfer the applications received to the members of the Selection Committee, who will verify full compliance of the admission requirements and will subsequently proceed to evaluate candidates' merits.

A Selection Committee will be formed for each recruitment process. The PI of the project or the Group Leader, with a deep expertise in the area of knowledge and the technical skills required for the position, will be responsible for selecting the members of the Committee. Recommendations on the optimal constitution of the Selection Committees and the recruitment process have been defined and included in the ISPA-FINBA HR plan.

Regarding the recruitment criteria, the evaluation of researchers will be based on their experience but also on their future potential. Face-to-face interviews and external expert assessment are strongly encouraged. Candidates summoned to an interview should have the possibility to take part through any online platform such as Microsoft Teams, Zoom or Skype.

The selection process will take into consideration the whole range of candidate's experience to jointly evaluate merits qualitatively and quantitatively. While focusing on the achievements and merits as researchers, concepts such as creativity, capacity for team-work, and problem-solving skills will be assessed by in-person interviews. Different phases of the research track require different performance criteria (e.g. bibliometric indices are not so relevant for early-stage researchers as for principal investigators). The Recruitment Committee will adequately explore the variations in the CV of the candidates during the interviews. According to the needed profile, a wide range of evaluation criteria will be considered relevant, including, among others, generation of societal impact, international portfolio, knowledge transfer and exchange, management of research and innovation, organizational skills and experience, research performance, teaching, supervision and mentoring.



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ISPA considers mobility as a key point for the professional development of researchers. Mobility broadens and enriches the vision about science. Stays in prestigious foreign and national centers are duly valued. The evaluation process will avoid potential bias in terms of recognition of qualifications obtained in other countries, which should all be equally assessed.

Career breaks and interruptions, such as maternal/paternal leave, care of dependents or volunteering will not be penalized or negatively evaluated, in accordance to the specific guidelines included in the ISPA/FINBA HR plan. Majority of calls on available positions at the ISPA do not set out deadline barriers for obtaining qualifications required to the different positions. The lifelong professional career is always considered.

#### **5. Advertising provisional resolutions and contract proposal phase**

Provisional resolutions including a hiring proposal will be published on the institutional websites. The individual code assigned to each candidate will be published, but not the names of the candidates.

All candidates will be informed by email about the results of the recruitment process at all the stages of the recruitment process.

All candidates who have applied to the process get feedback about the steps of the process and their situation. Once the recruitment process is closed, all the applicants will receive an email with this information.

We have an email address available in case applicants want to make a complaint or suggestion and also for those who want us to remove their data from our database.

#### **6. Formalization of the contract**

The eligible candidate to be hired must meet all of the legal contract requirements and endorse the degree and other requirements of the call before or after the formalization of the contract. The Managing Director is competent to formalize the contract. Registration to the Spanish National Insurance will be formalized on the first working day, and the contract signed in writing by all parties within the first ten working days.

The entire recruitment process takes approximately one month, keeping the administrative burden for the candidate to a minimum.

#### **7. Incorporation and reception**

Upon signing the contract, different documentation will be provided/delivered (information sheet on the risks of the job, identification card, iFund@net registration, etc.) and the person hired will be informed on the documentation available through the intranet.

### **SELECTION COMMITTEE**

A selection panel will be set up to evaluate the candidates' applications. The Selection Committee will be made up of a minimum of three members, all of them with qualifications equal to or higher than those identified in the positions offered. The members of the Committee must possess the necessary experience, qualifications and competencies to adequately evaluate the candidates. They are expected to be experts in the field with a broad professional experience



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and know-how, highly qualified, and able to speak different languages. In any case, the inclusion of members from different disciplines and/or sectors is also encouraged. According to the ISPA Gender Balance Policy, all the Committees must comply the gender parity parameters.

The Selection Committee will evaluate the applications within the framework of the job description, the merits provided by the candidates and the scales established in the vacancy call. According to these criteria, the Selection Committee will create a hiring proposal in favor of the candidate who obtained the highest scale score. This proposal should be submitted in the form of minutes for approval, which must contain at a minimum the review meeting date, the composition of the Committee, the selected candidates and the specific scales applied to each job vacancy and contract formalized. Minutes must be dated and jointly signed by the President and the Secretary of the Committee.



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