OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT POLICY – IdiSNA

1. INTRODUCTION

The Health Research Institute of Navarra (IdiSNA) is a multidisciplinary and translational biomedical research centre oriented towards basic, clinical, epidemiological and health services research, the result of a partnership between research groups at the Clínica Universidad de Navarra (CUN), the University Hospital of Navarra (HUN), the University of Navarra (UN), the Public University of Navarra (UPNA), the Centre for Applied Medical Research (CIMA), Navarrabiomed - Miguel Servet Foundation, the Institute of Public and Labour Health (ISPLN) and the Primary Care Department of the Navarra Health Service (AP-SNS).

IdiSNA is characterized by the fact that it encompasses both public and private institutions, hospitals, research centres and universities and has the presence of an industrial fabric with public-private companies for the exploitation of results. These aspects make IdiSNA a unique model of collaboration with the capacity to optimize R&D resources and create synergies and added value to research.

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

This document establishes the OTM-R policy of IdiSNA. Its main objective is to contribute to the development of a favorable working environment for research, promoting and facilitating the mobility of research staff and ensuring the recruitment of people with the best profile for the various positions offered. In this sense, the different principles that govern the institute's selection policy, the separate phases of the selection process, the process of welcoming new staff and the quality control established for the periodic review of the OTM-R policy are indicated.

2. PRINCIPLES

The recruitment processes conducted through IdiSNA are based on ensuring the selection of the most suitable person for a given job through an open, transparent, and merit-based process (OTM-R).

In this way, recruitment processes comply with the following principles:

➢ **Publicity.** The terms and conditions of the calls for personnel selection are published both on the IdiSNA website and on the social media profiles of the entity and on other national portals such as REGIC.

➢ **Transparency.** The diverse selection processes are conducted through public calls for applications, defining the different evaluation criteria and the requirements to participate in the process.

➢ **Equality.** In the diverse selection processes, equal opportunities are guaranteed in access to the post offered, regardless of gender, age, race, religion, beliefs, sexual orientation, language, disability, and sexual orientation.

➢ **Merit.** The selection processes are conducted by assessing the merits provided in the Curriculum Vitae (CV) of the different applicants and by means of interviews.

3. SELECTION PROCESS

The personnel selection processes conducted by IdiSNA are based on the evaluation of the different requirements demanded for the position offered and on the evaluation of the merits provided by the applicants.

The distinct phases of the selection process are indicated below:

➢ **Phase 1. Preparation of the job offer.** IdiSNA has an offer form that must be completed and sent to the Human Resources Department. In this regard, the following data must be completed:

- o Name of the post.
- o Description of the post.
- o Funding entity of the contract and title of the project.
- o Qualifications required for the post.
- o Tasks to be conducted.
- o Working conditions of the offer (working hours and type of contract).
- o Knowledge and merits to be valued: previous experience, curricular merits (publications in journals, communications in congresses, languages, etc.).

Once the offer form has been completed, it must be sent to the Human Resources Department, which will validate it and publish the job advertisement.

➢ **Phase 2. Publication and dissemination of job offers**. Job offers are published on the IdiSNA website (https://www.idisna.es/conocenos/trabajar-con-nosotros), as well as on the organization's social networks (Twitter: https://twitter.com/idisnanavarra , LinkedIn: https://es.linkedin.com/company/idisna?original_referer=) and on other state-wide dissemination portals such as REGIC (https://regic.org/bolsa-de-trabajo/).

In this sense, the dissemination of offers through Euraxess will be boosted with the aim of increasing the number of people attending the different offers that are published and thus making progress in attracting research talent to the institution.

The job offers remain published for a period of 15 calendar days.

➢ **Phase 3. Evaluation and selection.** Once the application period for sending applications has closed, the Human Resources Department proceeds to conduct an initial pre-selection of the applications, considering the mandatory requirements that must be met by the different people who apply. With this pre-selection, the different CVs of the candidates are sent to the work centres responsible for conducting the evaluation based on the merits indicated in the call for applications.

➢ **Phase 4. Publication of the resolution of the job offer.** The resolution of the different job offers must be published on the IdiSNA job offers portal.

➢ **Phase 5. Incorporation of the selected person**. IdiSNA will proceed to register the selected person with the Social Security and process the corresponding employment contract.

4. SELECTION COMMITTEE

The Selection Committee responsible for analyzing the documentation provided by the different persons and for holding the interviews with the pre-selected candidates must guarantee equal opportunities, considering the criteria and merits indicated in the terms and conditions of the calls for employment that are published.

When assessing the applications received, the Selection Committee shall comply with the following criteria:

➢ **To assess the overall research career of the candidates**. For this purpose, on the one hand, accredited scientific achievements (publications, communications to congresses, research projects) must be evaluated, and on the other hand, accredited merits in the performance of teaching tasks, staff supervision, participation in committees or commissions, R&D&I management, and dissemination activities, among others, must be evaluated.

> **Assess the merits provided both qualitatively and quantitatively**, bearing in mind that career breaks or chronological variations in CVs should not be penalized, but should be considered as part of the professional evolution and a valuable contribution in their professional development towards a more diversified career path.

The Selection Committee will have a set of specific instructions for the assessment of the different OTM-R criteria applicable during the merit assessment, considering the different considerations included in the Charter & Code, as well as in the OTM-R Policy proposed by the European Union in the framework of the HRS4R Strategy.

5. INCORPORATION OF THE SELECTED PERSON

The principal investigator or the person responsible for the area of work in which the selected person joins will be responsible for conducting the reception process at IdiSNA. The functions to be conducted in the work post will be explained, as well as other information of interest that is considered appropriate.

On the other hand, the selected person will receive the username and password for access to the IdiSNA research staff portal as well as the email address. They will also receive the institution's Welcome Plan.

6. QUALITY CONTROL

An annual review and evaluation of the established personnel selection process will be conducted to verify correct compliance with the OTM-R principles. The IdiSNA Quality Area and the Human Resources Department will conduct this review.

If you have any doubts or questions related to IdiSNA's personnel selection policy, you can contact the Human Resources Department by email: rrhh@idisna.es