OPEN AND TRANSPARENT RECRUITMENT POLICY BASED ON MERITS

(OTM-R POLICY)

1. INTRODUCTION

The Canary Islands Health Research Institute Foundation (FIISC) aims to promote and support research of the highest quality in the field of health sciences to contribute to the prevention of disease, the promotion and protection of health , the treatment and rehabilitation of the disease and to raise the level of knowledge about the health of the population, as well as managing the research of the entities that comprise it, being in charge of offering the necessary support in the economic, administrative and technical areas and acting as research results transfer office.

FIISC has regional scope and maintains in each of the provinces of the autonomous community of the Canary Islands, Santa Cruz de Tenerife and Las Palmas de Gran Canarias, both administration and management headquarters.

FIISC is committed to the principles of open and transparent recruitment, based on merit (OTM-R, for its acronym in English), according to the indications established by the Human Resources Strategy for Researchers (HRS4R) promoted by the European Comission.

In this document, the FIISC OTM-R policy is established. The main objective of this policy is to contribute to the development of a work environment favorable to research, favoring the mobility of researchers, both through external stays of FIISC researchers and by disseminating job offers on the Euraxess portal to favor international mobility, taking into account the recommendations established in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter & Code, C&C), promoted by Euraxess.

This document shows the different phases of the FIISC selection process (which is characterized by complying with the principles of publicity, equality, merit and ability) from the preparation and publication of the job offer to the final selection, also indicating the composition of the selection committees.

This policy is aligned with the action plan proposed within the framework of the HRS4R Strategy by FIISC.

2. PHASES OF THE SELECTION PROCESS

FIISC carries out the following phases in the selection process in order to guarantee equal opportunities, the access of any person interested in the published job offer, the promotion of mobility of researchers, as well as a greater attraction towards the research career.

Phase 1. Preparation and publication of the offer.

FIISC has some specific templates for the preparation of job offers. The calls that are published contain the following sections:

• Job description: type of professional category, necessary training and research project or area in which the selected candidate will work.

• General requirements of applicants.

• Valuable merits during the competition phase: bachelor's degree, specialization courses, knowledge of languages, specific knowledge, work experience.

• Selection Comittee.

• Evaluation system.

• Tasks to perform in the offered position.

• Characteristics of the contract: duration, type, amount, professional category and work center.

Once the job offer is configured, it is published through the FIISC website, and it has an online system for managing the information related to them. (https://fciisc.fundanetsuite.com/ConvocatoriasPropias/es/Convocatorias/DesgloseEstadoTipoConvocatoria/OFER)**.** Along with the offer, the evaluation scales that will be followed for the selection of the ideal candidate are published. Through this online system, candidates interested in the published offer must upload all necessary documentation indicated in the bases of the call**.**

Phase 2. Evaluation and selection.

After the deadline for receiving applications, FIISC proceeds to evaluate the applications and the provisional lists of those admitted and excluded are published, with an express indication of the cause of exclusion. Candidates who have been excluded have 5 business days to correct the defect causing the non-admission. Once this correction period has elapsed, the definitive list of those admitted to the selection process is published.

To carry out the evaluation of the candidates and their merits, Selection Commissions are available, which are generally made up of a total of 5 people: president, secretary and 3 members. The presidency corresponds to the person who holds the General Coordination of Administration, Central Services and Research or in the person delegated, the secretary acts with voice but without vote and corresponds to the head of the Human Resources Department or an administrative staff of this area, and the members are appointed based on the call among the departments of human resources, administration, economic management and European projects and clinical research contracts.

In the case of being linked to specific research projects, the principal investigator of the project to which the contract is attached, participates as a member of the Selection Committee.

The President of the Commission may invite qualified advisers or technicians that he or she considers appropriate for technical assistance in resolving job offers.

With this definitive list of those admitted, the candidates are then scaled and the provisional scale made by the Selection Commission is published with the description of the score received by each participant. A period of 5 days is offered to make the appropriate claims and once this period has elapsed, the President of the Commission issues the final scale and orders the hiring of the candidates who have obtained the highest score, providing a reserve list with the remaining applicants.

If the Commission considers necessary to conduct an interview phase, the date for the interviews is determined, as well as the cut-off mark. Once the interviews have been finished the score for this phase and the provisional final score for the procedure are published. There will be a period of 5 days for candidates to make a claim. Lastly, the final score of the selection process is published.

Phase 3. Resolution

After the publication of the final list of the candidates by the Selection Committee, the selected person is hired according to the bases of the call.

3. QUALITY CONTROL

Annual audits of the employee selection process will be carried out in order to keep the recruitment policy aligned with the OTM-R principles.

The FIISC Human Resources Department will be in charge of carrying out the quality control of the OTM-R policy and of updating the necessary contents.