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

Introduction

The **Health Research Institute of the Hospital Clínico San Carlos**, IdISSC, integrates and coordinates translational biomedical research to improve the people's health. As a Health Research Institute, IdISSC fulfills its mission of promoting and supporting biomedical research and innovation activities conducted by our research groups. Our Institute contributes to the body of knowledge in the field of clinical practice and healthcare by fostering basic, clinical and translational research projects, innovation, training and acknowledgement of healthcare professionals. IdISSC strives to attain excellence in the field of international scientific research. We support the creation of research networks, promote innovation and technological development, and foster clinical outcome assessment premised on sustainable research and gender equality.

The Health Research Foundation of San Carlos Hospital (FIB HCSC), as the research management structure of IdISSC, is the entity committed to achieve the Human Resources Strategy for Research (HRS4R) accreditation. This award, given by the European Commission in 2018, highlights the commitment of the institution to implement an **Open, Transparent and Merit-based Recruitment of Researchers (OTM-R) policy.**

In order to ensure that the best person for the job is recruited, to guarantee equal opportunities and access for all, and to make research careers more attractive, the following staff selection processes are carried out:

1. Advertising and application phase

All selection processes are carried out through a public call on the IdISSC website (http://www.idissc.org/unete-a-nosotros.php) and through an online application system for candidates. When the selection process pertains to an international project, the job advertisement is published also in the EURAXESS website to ensure our research vacancies reach a wider audience. When needed, we use other job advertising websites (for example the employment website Madrid+d and Official Medical College websites) and e-tools (dissemination through the Institute's social networks).

The job advertisement and the description of requirements is as concise as possible, and includes the following information:

- Job description;
- Requirements for the position (Research Field/ Career Stage);
- The 'required' and 'desirable' competencies;
- The selection criteria (with their respective 'weight'). Since May 2020, IdISSC considers mobility as a favorable condition in the recruitment procedure to attract researchers from abroad;
- Professional status (PhD investigator/ Bachelor's degree/ Technician/ Administrative/ Other);
- Duration of the contract;
- Planned starting date;
- Salary per month;
- Reference to the institution's OTM-R policy

Fundación para la Investigación Biomédica del Hospital Clínico San Carlos
Instituto de Investigación Sanitaria San Carlos (IdISSC)
C/Profesor Martín Lagos s/n ES28040 Madrid
Tel.: +34 91 3303793; Fax: +34 91 3303515
E-mail: fuinvest.hcsc@salud.madrid.org

- Application procedure and deadline, which should be at least 5 days from the publication date.

The request for supporting documents is limited to those that are really needed in order to make a fair, transparent, and merit-based selection of the applicants. In cases where certain documents are legally required, applicants are allowed to provide the proof after the selection process is concluded. IdISSC allows the transmission of electronic supporting documents.

2. Evaluation and selection phase

In line with the principle "Selection" of the Code of Conduct for the Recruitment of Researchers, selection committees are established for evaluation of candidates. The process to nominate and appoint the selection committee is available at http://www.idissc.org/docs/gestion-de-personas/FIB-PS-01-PNT-01-INCORPORACION-DE-NUEVOS-PROFESIONALES_english.pdf

The size and composition of the committees may differ according to the profile or type of contract, but should include a minimum of 3 members. Usually, it integrates the main researcher of the project as President, an HR Manager as Secretary, and a third member, who may be a co-IP or a formal delegate of the IP, or a 2nd HR manager, who will act as vocal. **The committee will have the relevant experience, qualifications, and competencies to assess the candidate and should not have any conflict of interest to take objective and evidence-based decisions.**

Once the registration period is closed, all applications are pre-screened to check eligibility. All those candidates who obtain a punctuation over 50% of the merits must be evaluated in the 2nd phase, through a face-to-face personal interview (remote interviews by telephone or skype when needed). The candidate must exceed 50% of the maximum score in order to be proposed for the position.

Candidates are evaluated applying principles of equality, not discriminating in any way for reasons of sex, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinions, and social or economic status.

All applicants evaluated in the 2nd phase receive written or electronic notice at the end of the selection process.

3. Appointment phase

Following the evaluation by the selection committee, the hiring of the highest-rated candidate is proposed, and a resolution is published on the IdISSC website. This resolution must be published at least 5 natural days before the incorporation of the candidate. During this period, complaints may be received from other candidates who have participated in the selection process.

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