Recruitment Policy for Research Staff

March 2019

1. Introduction

CRAG is committed to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, and has received the 'Human Resources Excellence in Research' award from the European Commission. CRAG is an equal opportunity / affirmative action employer and always encourages women and underrepresented minorities to apply. No restrictions on gender, age, ethnic groups, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, and social or economic conditions apply to CRAG positions. CRAG is committed to a merit-based recruitment process in order to attract, select and retain suitable candidates.

2. Scope

The policy described in this document applies to all CRAG members involved in the recruitment for research staff.

The main goal of this policy is to ensure that all those who participate in personnel recruitment observe the principles and procedures of CRAG in that matter.

3. Policy Statement

All the stages of the recruitment process must conform to the following legislation:

- Workers Statute by Spanish Law.

- European Directives provided by the ECC about non-discrimination

- Personal Data protection Law

In addition, CRAG is committed to the principles promoted by European Commission to ensure fair and transparent recruitment processes:

- The European Charter for Researchers
- Code of Conduct for the Recruitment of Researchers
- OTM-R principles[1]

4. Principles

The recruitment and selection policy of CRAG is based on the principles of equal employment opportunity, transparency, and merit-based recruitment.

To achieve this, CRAG will:

- Conduct merit-based recruitment and selection in order to appoint the candidate best suited to each position.
- Provide equal opportunities for all candidates.
- Encourage members of minority groups to consider employment at CRAG.
- Ensure that the recruitment procedures are open, transparent, efficient, and effective
- Maintain the applicant confidentiality.
- Selection Committees will be composed by national and/or international experts with the appropriate background, and maintain an adequate gender balance.

In addition to the general principles indicated above and that apply to all recruitment processes at CRAG, for the recruitment of research personnel (the subject of the policy described in this document) CRAG will also observe the principles from the Code of Conduct for the Recruitment of Researchers[2]:

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[1] 2. https://cdn1.euraxess.org/sites/default/files/policy_library/otm-r-finaldoc_0.pdf

- **Recruitment procedures** that are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised.[2] Advertisements should give a broad description of the knowledge and competencies required, and should not be so specialized as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

- **Selection committees** should bring together diverse expertise and competencies and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained.

  Transparency: Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications

- **Judging merit:** The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, and knowledge transfer, management of research and innovation and public awareness activities. For candidates

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[2] https://euraxess.ec.europa.eu/jobs/charter/code

from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

- **Variations in the chronological order of CVs:** Career breaks or variations in the chronological order of CVs should not be penalized, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the position for which application is being made.

- **Recognition of mobility experience:** Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

- **Recognition of qualifications:** Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.

- **Seniority:** The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong

professional development should also be recognized.

- **Postdoctoral appointments:** Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long term career prospects.

5. Recruitment process

A) Advertising and application.

All vacancies will be published at a specific webpage for job applications in CRAG website: CRAGjobs (https://recruitment.cragenomica.es/jobs/open-positions). All the applications and supporting documents have to be submitted through CRAGjobs. Applicants receive an automated email acknowledging the reception of their application and providing information on the recruitment process.

B) Evaluation and selection phases.

1. Advertising and Setting up a Selection Committee:

The Recruiter and the HR Unit will choose the best strategy to advertise the job position, and decide the time of the advertisement.

Depending on the nature of the position, the Recruiter will define the composition of the Selection Committee. Gender balance and/or women representation will be mandatory in all Selection Committees.

2. Screening, interviewing and "end of process" notification

2.1. Screening: All the applications should be screened.

2.2. Interviews: Interviews can be remote or face-to-face.

2.3. References: Referees could be contacted in order to comment on the candidate's suitability for the position.

2.4. The Scoring and the assessment

Applications will be solely evaluated by a Recruiter/ Selection Committee. The Recruiter/Selection Committee should provide the HR Office a scoring system in order to make transparent and merit-based the shortlisting of candidates.

2.5. Selecting the final candidate: The Recruiter/Selection Committee will propose the best applicant according to the assessment, interviews and references.

2.6. Notification "end of recruitment process":

- HR will contact the candidate in order to communicate the job offer

- The remaining candidates will be notified by email that their applications have not been successful. Only shortlisted applicants will receive individual feedback related to their application. This feedback will be provided by the Recruiter or Selection Committee.

- The applicants who believe that they have been treated unfairly or incorrectly can contact the HR Unit and ask for redress; the HR Unit should provide a response in no longer than one month.