OTM-R - i2CAT

1. Object

i2CAT is a HRS4R (Human Resources Strategy for Researchers) recognized organization which recognizes research institutions that have made progresses in aligning their HR policies with the principles of the Charter and Code.

Within this context, i2CAT develops the present regulations, with the intention of disseminating the selection process among its members, as well as promoting a selection process based on the following principles: Open, Transparent and Merit-based.

2. To whom it applies:

These regulations apply to all i2CAT members involved in a selection process and are of particular relevance to the staff of the human resources department.

3. Phases of the selection process

Within the framework of a selection process, there are different stages or phases in which different members of the organization will play a role.

Below we describe these phases of a selection process.

1- Opening phase
2- Advertising phase and candidatures reception
3- Interview and evaluation phase
4- Offer and closing of the process

3.1. Process Opening Phase

When an i2CAT Manager has the need of opening a new recruitment process, they will have to follow the "Job Vacancy" workflow described on the i2CAT Intranet and accessible to all the employees in the organization. By filling out the mentioned form, the Manager will be providing the necessary information so that the HR department can write the vacancy description, as well as understanding the reasons for the needed hiring.

Once the corresponding form has been filled out, the i2CAT Upper Management will have to validate the request to open a recruitment process using the same tool, at which point the process will pass to the personnel of the human resources department.

3.2. Advertising phase and candidatures reception:

Once the i2CAT Upper Management has validated a new recruitment process, the HR department will proceed to publish the vacant position, taking into account the description and requirements given by the person in charge of the department by filling out the "Job Vacancy" form.

The vacancies will be published in different portals and social networks, such as Linkedin, Twitter, Infojobs, TalentClue, university websites, i2CAT website, etc.

All vacancies corresponding to research areas will be published, at least, in English. These types of vacancies will be published, in addition to other portals, on the Euraxess portal.

The description of the positions will include, at least, (i) description of the vacant position and functions, (ii) description of the organization, (iii) working conditions, (iV) minimum and desired requirements, and will be published, at least during a period of two weeks to guarantee the principles of transparency and concurrence.

i2CAT guarantees that all the candidates which applied for the vacancy will be evaluated according to the same criteria and parameters and no candidate will be discriminated due to any reason.

i2CAT vacancies include an explicit reference encouraging underrepresented groups, as well as people with disabilities to apply.

3.3. Interview and evaluation phase:

For each selection process, several members of the organization will participate and play a role. These members will form the "selection committee" for each particular position. This selection committee will consist of, at least, one person from the human resources department and one person from the department where the position exists. If deemed necessary, an additional person of technical profile will also be involved to evaluate the competences and technical knowledge of the candidate.

For those strategic vacancies for i2CAT, the CTIO (Director of Technology and Innovation) or CEO (General Manager) will also participate.

Regardless of the number of people participating in the interview process, i2CAT will guarantee that all members of the selection committee have watched the video "Recruitment bias in Research Institutes", which must be kept in mind throughout the selection process, following the principles of an open, transparent and merit-based process.

Those candidates discarded during the CV evaluation phase will receive an automatic email acknowledging their participation in the process, but informing them that their application has been rejected.

Those candidates selected by the selection committee will be called to an initial interview, which will cover the following phases:

- i2CAT knowledge questions and explanation of the institution
- Explanation of the candidate's professional career

- Questions to complete the candidate's professional career information
- Technical questions to assure the technical knowledge and scientific merits of the candidates. This phase may include the application of technical tests. In that event, the same test will be applied to all candidates.

  For research vacancies, this part will also include:
  - Acquisition of funding
  - Generation of social impact
  - International mobility
  - Knowledge transfer and exchange
  - Management of research and innovation
  - Organizational skills / experiences (roles and functions)
  - Outreach / public awareness activities
  - Research performance
  - Supervision and mentoring
  - Teaching
  - Teamwork
- Explanation of the vacancy; tasks, functions and related responsibilities, as well as answering questions of the candidate.
- Working conditions
- Next steps within the selection process

After the first interview phase, the selection committee will decide if they have enough elements to close the selection process, or alternatively they will define which candidates will pass to a second interview phase, based on the merits of the previous interview phase and without taking into consideration any personal information that the committee may have obtained.

All the candidates discarded in this first phase will receive an email or call, informing them that they have been discarded, explaining the strengths and weaknesses of their candidacy.

In the event that a second interview is considered necessary, the finalist candidates will be called to that second phase, with the aim of deepen into those aspects that are not completely clear and contrasting the different candidates profiles. i2CAT reserves the right to pass a personality test to the final candidates in order to count with additional information.

At the end of this second phase of interviews, the selection committee will have to fill out a template to evaluate and compare the strengths and weaknesses of the different candidates, without considering any personal information that could break the merit-based recruitment.

3.4. Offer and closing process:

From the evaluation and comparison of the different final candidates, the selection committee will take a decision regarding which candidate is the finalist and an employee of the HR department will proceed to forward an offer to him/her. Once the offer has been accepted by the candidate, the rest of the finalist candidates will be informed of the decision, informing them of the outcome of the selection process.

In the event that the finalist candidate rejects the offer, the selection committee would proceed to forward the offer to the next finalist candidate.