Selection & Recruitment Policy

Vall d'Hebron Institute of Research (VHIR)

Table of Contents

Introduction

This Selection & Recruitment Policy serves as a baseline for best practice in the recruitment of staff and to ensure that those involved in the recruitment process conduct it fairly, free from bias and discrimination.

This policy has been created in accordance with the principles of the "Code of Conduct for the Recruitment of Researchers" promoted by the European Commission under the "Human Resource Strategy for Researchers" (HRS4R) and specifically its Code of Conduct for the Recruitment of Researchers: OTM-R, Open, Transparent and Merit-based Recruitment of Researchers. These principles, with which VHIR is formally committed, ensure that the selection processes are open and transparent, that the candidates are selected using objective and comparable criteria, considering meritocracy and respecting equal treatment and opportunities. This policy is also in line with current legislation relating to employment, equality, diversity, and data protection.

Vall d'Hebron Institute of Research embraces Equality and Diversity and we bind these values through our Equal Opportunity Plan. This plan ensures equal opportunity in recruitment, hiring, training, and management for all staff within the organization. Furthermore, it aims to strengthen the relationship between all staff, which represents the main asset of the institution.

We uphold to our motto "Today's research, tomorrow's health". In more than 20 years Vall d'Hebron Institute of Research has achieved leadership in biomedical research among hospitals in our country. We want the research of Vall d'Hebron to transform; creating an impact on both health and quality of life of patients and society, generating social and economic wealth in a responsible and sustainable way, and becoming a global benchmark for new health ecosystems. This success depends on our team. For this reason, it is among our main goals to recruit exceptional individuals to ensure this success and provide the best service to society.

Finally, this policy should be reviewed on an annual basis to ensure its content is regularly up to date and compliant with the law and best practices.

Scope

Both the Selection and the Recruitment procedure and the Selection & Recruitment Policy, apply to all VHIR staff vacancies. The Selection & Recruitment of trainees is not considered in this document.

Additional criteria and procedures in the selection and recruitment process may be applied or may differ when hiring group leaders or other researchers, including PhD Students within specific institutional calls or other competitive calls, although the same HRS4R principles will be applied. Specific procedures are specified in the Annex section.

Exceptions

A recruitment process will **not** be carried out in the following scenarios, as long as the person affected has been through a selection process at any point:

- Change in type of contract from:
    - Scientific Technical Activities contract to Permanent contract
- Change in professional category of a temporary contract within the same Area.
- Change of a temporary contract within the same Area.
- In case of internal promotion/transfer within the same Area/Research Group:
    - From a permanent contract to a permanent contract
    - Change in professional category and salary
    - Change/end of project/contract, with a change or not in labour conditions

If the internal promotion is in a new Unit/Team/Research Group, a selection and recruitment process must be carried out.

Legal Context

VHIR is committed to fulfilling the legislative requirements to promote equality of opportunity and diversity within the Institution. Dignity and Respect for Labour Policy will apply at all phases of selection and recruitment. This policy has been written in accordance with and complies with current national labour law and the Public Employment Act.

In all selection and recruitment processes the following principles will be respected and fulfilled:

- OTM-R Code, Open, Transparent and Merit-based Recruitment of Researchers
- Spanish Constitution
- Statute of Public Worker Act Law
- Workers' Act

- Law of Science
- Law of Transparency
- Law of Data Protection
- New Equality Law (Effective Equality Law for Women and Men. July 17, 2015).
- VHIR Institutional Collective Agreement

Failing to comply by the principles stated in this policy is considered as a serious violation and will result in the enforcement of strict disciplinary measures based on the Institutional Collective Agreement.

Responsibilities

All staff involved in the selection and recruitment process should follow the principles and instructions described in this policy.

All hiring managers (Directors / Head of Units / Principal Investigators, etc.) are responsible for ensuring candidates meet the requirements of the job position (representing the ideal profile) and participate in the approval of processes.

The Human Resources Department undertakes a variety of roles in the selection and recruitment process. These include but are not limited to:

- Carrying out the procedure
- Ensuring legal requirements are met for each selection process
- Guaranteeing compliance with the principles of publicity, equal treatment and opportunities among all candidates, merit and ability in the selection processes carried out at VHIR.
- Ensuring that VHIR selection processes are in line with the principles and requirements of the HRS4R.
- Participating in the selection process: Reviewing / editing and publication of job adverts, curriculum screening, candidate presentation, conducting interviews, preparation / review of selection reports.
- Generating and keeping an up-to-date record of documentation of all the recruitment processes carried out at VHIR.
- Providing guidance to Hiring Managers during the entire selection and recruitment process.

According to the institutional Research Career Policy, recruitment and hiring decisions should always be made based on objective and measurable criteria, such as:

- Academic Training
- Professional/Apprenticeship trajectory

- Independence/responsibility level

- Research trajectory

- Interview performance

- Interview tests (hard and soft skills)

- Professional referrals

- OTM-R principles

- Requirements from the funding entity

Recruiting

Identifying the need

Every recruitment process originates from the need to fill an existing vacant position or create a new vacancy. To start the process, the Hiring Manager should issue a written request via email to HR. The HR Area will verify sufficient information is available on the job characteristics and the requirements that the candidate must fulfil. In this sense, it will be based on the existing Job Description, VHIR's research career path document, the general and specific competences and any additional information that the Head of Unit / PI facilitates. Also, the HR Area will verify labour conditions are adequate according to legal standards and current institutional context. In addition, it will be recommended to use as a reference the description of professional positions and profiles in the field of Research established by the "European Framework for Research Careers."

Selection Committee

- The Selection Committee should be constituted at the beginning of the recruitment process and recorded on the *Selection Report* document.

- The members of this Committee may vary depending on the type of profile being recruited.

- The Committee should consist of a minimum of three members:

    - Committee Chair: this will usually be the Head of Unit/Area, the Principal Investigator (PI) who is hiring or the person delegated by the PI. In case of doubt on the part of the Committee Chair, you can consult HR before formalising the group.
    - Committee Liaison: this will usually be someone from HR or someone appointed by HR. This member ensures that the recruitment process is carried out according to all legal and ethical principles mentioned in this Policy.
    - Third member: this should be someone that meets all the qualifications mentioned below.

Selection Committee Qualifications:

In order to qualify to be part of a Selection Committee, the following criteria must be met:

- Members should be made up of experts from different disciplines, competences and abilities; always in line with the nature of the position, the call or the programme.
- All members must know and understand VHIR's selection and recruitment Policy, OTM-R principles and European Commission's principles for recruitment.
- All members must know any additional criteria linked to funding entities/programmes.
- All members should possess adequate training in interviewing, assessing and selecting candidates. In case of no formal training has been done yet, the training video on Recruitment Bias in Research Institutes should be watched.
- Members will have no conflict of interest and will make decisions based on verifiable evidence and not personal preference.
- Members should have a balanced gender representation.
- Members must remain the same for consistency.
- Ideally, at least one of the members should possess an international background.

The Selection Committee may have internal or external specialist advisers if deemed necessary.

Selection Committee Responsibilities

- Identifying selection criteria and design the job advert in collaboration with the HR Area.
- Ensuring that all Selection Committee members are available to interview all candidates.
- Maintaining confidentiality both during and following the recruitment and hiring process, establishing adequate communication processes.
- Declaring any conflicts of interest prior to the review of applications.
- Being able to answer any questions raised by candidates.
- Developing a planning for the recruitment process with deadlines.
- Deciding which documents should be included as part of an application and how these should be assessed.
- Reviewing and assess all documentation presented by candidates.
- Discussing the treatment of any potential internal candidates.
- Determining the assessment criteria which will be used to evaluate candidates (e.g. research, presentations, interviews) in the pre-selection and selection stage.

- Monitoring and ensure gender balance at each stage of the recruitment process and record this data.
- Preparing selection reports.
- Providing feedback to applicants throughout the entire selection and recruitment process.

Chair Responsibilities:

- In collaboration with HR, ensuring there is no discrimination against women and underrepresented minorities nor other possible discrimination/bias in all selection and recruitment planning, assessments and decisions.
- In collaboration with HR, informing all members of the Selection Committee about the OTM-R and internal recruitment guidelines and policies. To do so, organising a briefing prior to the start of the recruitment process is strongly recommended.
- In collaboration with HR, ensuring that all members qualify to be part of the Selection Committee.
- Ensuring that all members of the Selection Committee understand and execute their roles appropriately in collaboration with HR.
- Ensuring agreement/consensus is reached between all members on any given decision.
- Lead and coordinate Selection Committees' activities regarding the recruitment process.
- Ensuring discussions of the Selection Committee are based on the selection criteria, OTM-R and equal/inclusive principles.
- Validating selection reports.

Job descriptions and Job adverts

Having a clear and previously agreed job description is essential for successful recruitment. The job description ensures the PI/Head of Unit and HR are aligned and aware of the ideal profile needed. Also, this document serves as reference to measure performance. Furthermore, it provides the candidate with an overview of the responsibilities and the minimum requirements needed. Any criteria must be free from indirect or direct discrimination.

The standard VHIR Job Advert template describes the overall description of the vacancy, including:

- The Unit / Area / Research Group / PI linked to the recruitment process.
- Position offered, specifications and start date of the employment relationship.
- Knowledge and professional or academic experience "required" and "desirable" (where applicable).

- Number of vacant positions.
- Working conditions: type of contract, duration, weekly hours and salary. The salary must always be expressed in gross annual figures.
- General information on the selection process (approximate start and closing dates).
- Contact details: The candidates can apply from the VHIR website to the different job offers following the instructions described in the job advert. As a rule, CVs or documents including personal data in paper format will not be accepted.

Advertising

All vacancies will be published through the institutional website and depending on the profiles needed, vacancies may be also published on additional employment portals, specialised websites in the biomedical field and other relevant specialised fields. In addition, following the recommendations of the HRS4R, they will be published on the European portal, EURAXESS website.

By default, all offers will be published for a **minimum of 15 days**, to ensure equal access is provided to all candidates. Furthermore, regulations of any employment portals will be adopted, as long as they meet the previously described principles.

All offers must include VHIR's commitment statement to the principles of the *Code of Conduct for the Recruitment of Researchers and Equality & Diversity principles established in the institution.*

Pre-Selection

Curriculum & First Contact Screening

The *Talent Attraction & Acquisition Unit* is responsible of the *Curriculum* S*creening* for the Administration and Support Staff. However, given the high degree of specialisation of scientific positions the PI in charge is responsible for this phase in the selection process for the Researcher Staff. In any case, the Selection Committee is responsible for the skills assessment and in-person/virtual interview phase.

In order to be able to pre-select the CVs, the Selection Committee will carry out the screening of the potential candidates. This is done based on the elimination requirements described in the *job advert* and the criteria set out in the *Pre-Selection Report*. This report will be completed by the Selection Committee and it will list the required and desirable criteria with its respective scores. Also, it will be considered any criteria that can supplement, and/or add value or knowledge to the vacancy. Likewise, recognition of

mobility, academic qualifications, decriminalisation of chronological gaps, over qualification and postdoctoral accreditation should be taken into account (together with the rest of the principles established in the OTM-R and HRS4R).

Once a list of potential pre-selected profiles is defined, a first interview is conducted to verify the adequacy of each candidate and thus optimize the overall selection process. Once this first screening is completed, it is suggested to select a minimum of 3 and up to 6 (ideally) candidates pre-selected for the next phase. These candidates will be contacted to set up for an interview (face-to-face or video conference), considering the availability of the Selection Committee and the interested party. All other candidates will be notified of their status in the recruitment process.

Selection

Interviewing

This phase will allow the Selection Committee to both expand on the information of the vacancy and to deepen the knowledge of the candidate's training and experience, as well as to obtain information on skills, capacities and abilities.

To ensure that the interviews are conducted using the appropriate methodology and lack any type of bias, the *Interview Guidelines* document should be used. Prior to virtual/face-to-face interviews, the Selection Committee will meet and review the candidate's profile and agree on the format and questions to ask during the interview (i.e. fit-to-role, competency-based, behavioural questions) and who in the Selection Committee will conduct each type of question.

During the virtual/face-to-face interviews, the Selection Committee should use the *Pre-Selection Report* document, which contains the criteria, required and desirable, for the position. In this document a final score is given to each candidate to measure fit to role and fit to institution based on the criteria already defined. The final feedback and evaluation of all candidates interviewed will be summarized here and properly stored for future reference.

Additional tests (hard and soft skills) may be assigned before or after conducting face-to-face interviews to complement the final decision, but they won't be in any case the sole reason to discard a candidate.

In cases where proximity or mobility may prevent the face-to-face interview with the Selection Committee, video conferencing may be used.

Hiring decisions should be a result of a unanimous choice of the Selection Committee and always based on the Open, Transparent, Merit-based principles. Should the PIs decide to carry out the recruitment process independently, the Talent Attraction and Acquisition Unit will remain available to support in any of the selection and recruitment phases described.

In the event that the selection process is not resolved due to the lack of sufficient or adequate candidates, the position will be declared deserted and a new selection process can start again.

Open, Transparent, Merit-Based Recruitment

In compliance with the recommendations of the Open, Transparent, Merit-Based Recruitment Code all hiring will be made strictly on merit and suitability to the requirements of the job.

All candidates will be considered for the job without restrictions on the basis of gender, age, ethnicity, nationality, religion or belief, sexual orientation, language, disability, political opinion, social or economic status or any other type.

All interviews will follow the same methodology. All candidates will be asked a minimum set of standard questions and additional questions agreed by the Selection Committee, to avoid any bias.

In compliance with the transparency code, candidates must be informed about the status of the selection process, criteria, number of vacancies and professional development plan throughout the entire recruitment process and are entitled to request feedback about the strengths and weaknesses of their applications.

When selecting a finalist, the Selection Committee will use the *Selection Report* (including: interview feedbacks, the Selection Committee's comments, candidate scoring by selection criteria and final score) to evaluate the candidates interviewed, ultimately ensuring a fair and merit-based assessment across all candidates. In line with the *Code of Conduct for the Recruitment of Researchers*, judging merit will be based on previous and current experience, interview performance, motivation, and suitability to role.

Closing

Job Offer

All employment offers will be notified via phone call, when possible, followed by a written confirmation. The job offer should detail: the job title, unit, area and contractual terms. The new hire will be asked to confirm

reception of the offer and send a provisional job acceptance. Upon acceptance of the job offer, a series of documentation from the new hire necessary to start the employment process will be requested. The new employee will be assigned to an HR technician who will manage the employment relation from that moment onward. All documentation related to the selection, recruitment and hiring process, will be kept confidential, securely stored, and retained for a minimum period of six months.

Any job offer will always be conditional on the validity of qualifications, referrals, identity and any other relevant checks. In case of knowingly withhold of information or false information given, the offer may be withdrawn or employment terminated. Before a final decision is made, HR should contact the individual to discuss any concerns raised.

Referrals and Background Check

Referrals represent a way of verifying the veracity of an individual's qualifications and track record. These can be checked by email or a phone call.

Ideally, background checks are verified with the most recent employer and/or with the last 2 years of employment. If this is not possible, employment checks will be done with at least two separate employers. Referrals should include a company stamp or letterhead together with the dates and job title held by the candidate in consideration.

Furthermore, it should be possible to demonstrate academic qualification during the screening call and once the candidate is selected all documents accrediting these qualifications should be requested and filled in the new hire's records.

If qualifications or minimum requirements cannot be proven or verified, the candidate might be disqualified and therefore discarded from the recruitment process.

Complaints Management

For any issues or complaints related to recruitment and/or selection, candidates are entitled to submit their concerns to the institution. The issues or complaint should be in writing and directed to the Head of Professional Development within three months of the closing date of the offer. She/he will study the complaint and report it, with recommendations, to the Director of Human Resources, who will decide what action to take and will notify the person who made the complaint.

Complaints related to any other topic addressed to the institution, can be communicated through several channels available to the public: telephone, specific email address (atenciousuari@vhir.org), paper format, institutional website under "Help us to improve our service".

Depending on the complaint topic, the communication will be referred to the appropriate manager and keeping the Quality Department on the loop to ensure the issue is handled according to the respective principles. The detailed procedure can be found in the "Client Complaint Management Process" (VHIR-Q-PGR-006) official document.

Recruitment Analysis

Ideally, every year HR (in collaboration with PI/Head of Unit, when applicable) will evaluate the selection and recruitment process used and its effectiveness in selecting the right candidate.

The analysis might include a review of the following:

- Job Title and Job Description relevance and prevalence in the job market;
- Success of sources used to advertise;
- Effectiveness of interviewing methodology: format, scoring, and execution;
- Selection criteria & OTM-R adequate implementation.

Related Topics

Conflict of Interest

According to the institutional Conflict of Interest Policy, hiring family members are only allowed when he/she joins a team unit different from the one the related VHIR staff works in. Meaning, two people that are related, up to second degree of consanguinity, cannot work within the same team unit. When hiring relatives or immediate family members, these requests should always be communicated first to the Labour Relations Unit (RRLL).

Furthermore, all staff involved in the selection and recruitment process should avoid participating in the recruitment and hiring decisions made on candidates that share any type of close relation (immediate family, relatives, friend, etc.). This also includes being a member of the Selection Committee.

Partner Mobility and Insertion

Vall d'Hebron Institute of Research offers support in topics related to relocation and insertion to society to spouses or partners of its staff. This support may be given for insertion to the labour market, how to live in Barcelona, among others. All VHIR staff is free to request this type of assistance. This request should be directed to HR who will handle the process.

Annex I – Recruitment: First Stage Researcher (R1)

There are 3 ways to access the research career path at VHIR as a *First Stage Researcher, R1*:

1. VHIR Research Call
2. Competitive HR Grant
3. Job Opening

1. VHIR Research Call

Every year, VHIR opens international competitive calls that have high impact within the health/research sector. The number of calls has been increasing over the years, and today three categories of calls are provided to foster the start of a research career.

How to apply?

Regarding the application process, specific instructions on the requirements, timings and documentation can be found within each specific call. All calls will be posted in the institutional website.

Currently, these are our calls and their opening frequency:

- **VHIR PhD** – The aim of these grants is to train research staff in the research groups within the environment of the Vall d'Hebron Barcelona Hospital Campus.

    - Number of calls: depending on the year (3-5 grants).

    - Periodicity: annual.

    - Duration: 3 years.

    Five pre-doctoral contracts are financed every year thanks to the "*Amics del VHIR*" campaign. Additionally, other specific positions are periodically funded by private foundations (such as "*Josep Palau Francàs*" Foundation) or campaigns ("*Mocador Solidari*").

- **Carles Margarit**** – These grants are aimed at people who have completed their medical specialization (FSE) and are intended to promote new access for translational research, without having to interrupt the healthcare activity of the specialization, as these grants will be compatible with a partial dedication to this activity.

    - Number of calls: 3-5 vacancies.

    - Periodicity: annual.

    - Duration: 1 year.

- **David García Dorado**** – This grant is awarded to the best of the 3 candidates of the Carles Margarit grant, and will allow the fellowship holder to continue his/her activity for 2 more years, within the framework of a doctoral programme.

    - Number of calls: 1 vacancy.

- Periodicity: annual.
- Duration: 2 years.

**Only available for health specialists.

<u>**Eligibility**</u>

- Candidates should not have a PhD.
- Have registered to a PhD programme at the time of starting the grant.
- Not have held a PhD contract/grant with similar conditions for more than 12 months previous to the application. This requirement applies to all calls except for David Garcia Dorado.

All specific requirements will be detailed on each call description.

<u>**Recruitment & Selection Process**</u>

In general, there are 3 stages within the recruitment process:

1. *First Screening - Candidate's assessment*: all documentation from their application will be reviewed by an Evaluation Committee according to the requirements described on the call. After the provisional list is published, a period of allegations is opened. Once the claims are resolved, final list is published.

2. *Second Screening*: if mentioned in the call regulations, an interview(s) is conducted by a Selection Committee.

3. *Hiring:* the results of the recruitment process are communicated.

The selection process may vary depending on the nature of the call.

<u>**Selection Criteria**</u>

Each candidate will be evaluated based on a scoring* system. These are some of the criteria included in the selection and recruitment process:

- Bachelor and Master degrees' grades
- Extracurricular internships
- Publications indexed within the Journal Citation Report
- Courses, participation/attendance to conferences
- Experience working within a research group
- Other merits such as mobility, outreach activities, collaborations…

The weigh value of each criterion may vary for each call. In line with the San Francisco Declaration on Research Assessment (DORA), VHIR is committed to undergo a transformation towards evaluation criteria of research based on its inherent quality and societal impact of results, looking beyond publication metrics.

Selection Committee

According to the institutional Recruitment Policy, the selection committee should be made up of experts from different disciplines, competences and abilities, ideally with an international background and a balanced gender representation; always in line with the nature of the position, the call or the programme.

Depending on the nature and bases of the call, different *Committees* are involved in the selection and recruitment procedure.

- *Internal Evaluation Committee*: members ensure candidates meet the minimum requirements of quality, viability and suitability to the lines of the call and Institution this assessment is summarised in a report.
- *Selection Committee*: when applicable, external experts on the subject matter are involved in the selection process

2. Competitive HR Grant

Throughout the year, several research groups seek candidates in order to present them for competitive calls that are nominative. In this case, job vacancies are opened in line with the requirements of the competitive calls. Job vacancies are, therefore, in line with the requirements of the competitive calls.

The most common ones are:

- **FI ("*Investigador Predoctoral en Formación*")** - These grants are addressed to universities, research centres and hospital foundations in Catalonia for the recruitment of research staff in training to carry out their doctoral studies within the Catalan university system.

    - Number of calls: Depending on the year

    - Periodicity: every year

    - Duration: 3 years

- **FPI ("*Formación Personal Investigador"*)** - The purpose of the grants is to support the training of PhDs by financing employment contracts, in the form of pre-doctoral contracts, so that the pre-doctoral research staff in training can carry out a doctoral thesis associated with a research project.

    - Number of calls: Depending on the year

    - Periodicity: every year

    - Duration: 4 years

- **FPU ("*Formación Profesorado Universitario*")** - These grants are intended for research training in doctoral programmes for the attainment of a doctoral degree and the acquisition of university teaching skills in any area of scientific knowledge, which will facilitate the future incorporation of these people into the Spanish higher education and scientific research system.

    - Number of calls: Depending on the year

    - Periodicity: every year

- Duration: 4 years

- **PFIS ("*Contratos Predoctorales de Formación en Investigación en Salud*")** - The aim of these grants is to contract research staff in order to promote their training in health sciences and technologies, by conducting a Doctoral Thesis, as well as to encourage the participation of research staff who carry out clinical care activities.
    - Number of calls: Depending on the year
    - Periodicity: every year
    - Duration: 4 years

- **I-PFIS ("*Doctorados IIS-empresa en Ciencias y Tecnologías de la Salud"*)** - These grants are intended to contract research staff in order to promote their training in health sciences and technologies, by conducting a Doctoral Thesis. From the third year, the candidate will have to spend between 12 and 24 months working in a company.
    - Number of calls: Depending on the year
    - Periodicity: every year
    - Duration: 4 years

In addition to the mentioned calls above, there might be other competitive calls funded by several entities (i.e. "La Caixa", "European Commission", etc.).

How to apply?

Regarding the application process, specific instructions on the requirements, timings and documentation can be found within each specific call. All calls will be posted in the corresponding website of the funding entity. These grants will be shared through internal communications and via Job Opening.

Eligibility
- Candidates should not have a PhD.
- Have registered to a PhD programme at the time of starting the grant.
- Not have held a PhD contract/grant with similar conditions for more than 12 months previous to the application.

All specific requirements will be detailed on each call description.

Selection, Recruitment Process and Criteria

Competitive calls are normally disseminated through the usual channels of VHIR.
In some of these calls, a limited number of candidates can submit their application per each institution, and therefore an internal prioritisation process must be carried out.

The Internal Evaluation Committee ensures that the candidates meet the minimum requirements of quality, viability and suitability to the lines of the call. Committee members prioritize the candidates based on the guidelines of the call and the internal strategic criteria fixed prior to initiating the process.

After the evaluation is carried out, the prioritized list is published and a period of allegations is made available. Once this period ends, the results are validated as final, and the selected candidates can present their application following the instructions of the financing entity trough the official channels of VHIR.

3. Job opening

An individual job vacancy can be also opened by research groups responding to a specific research need and having available funding for hiring.

How to apply?

Applicants should submit a full Curriculum Vitae and a cover letter to the corresponding email addresses and/or ATS systems as indicated on each job advert. All job adverts will be posted, at least, in the institutional website and in the EURAXESS website.

Eligibility

All requirements (academic training and experience) will be specified on each job advert. Please note that requirements might be mandatory or desirable.

Selection & Recruitment Process

According to the institutional Selection & Recruitment Policy, VHIR is formally committed to ensure that all Selection & Recruitment processes are open and transparent, that the candidates are selected using objective and comparable criteria, considering meritocracy and respecting equal treatment and opportunities. This policy is also in line with current legislation relating to employment, equality, diversity, and data protection.

The standard Selection & Recruitment process for Job openings, includes three stages:

1. *Pre-selection*: CV screening based on the criteria defined for the specific vacancy followed by a first-contact (telephone/video interview) with the pre-selected candidates.

2. *Selection*: second contact (video/in-person interview) with the selected candidates. Referrals and additional hard/soft skills tests might be given, according to the Selection & Recruitment Committee's decision.

3. *Closing:* the job offer is made to the final candidate. If accepted, the hiring process starts. If rejected, the job offer is made to the next most qualified candidate according to the selection reports.

Selection Criteria

Based on the job description, job advert and internal criteria defined for the vacancy, a scoring-based system will be defined in order to assess each candidacy both for the pre-selection and selection stage.

Selection Committee

According to the institutional Selection & Recruitment Policy, the selection committee should be made up of experts from different disciplines, competences and abilities, ideally with an international background and a balanced gender representation; always in line with the nature of the position, the call or the programme.

Annex II – Recruitment: Recognised Researcher (R2)

There are two options to access the research career path at VHIR as a Recognised Researcher (R2) via:

1. Competitive Grant
2. Job Opening

VHIR aims to provide professional growth within the research career path. These career options are targeted to both VHIR PhD graduates and to researchers from outside of VHIR's context.

1. Competitive Grant

Throughout the year, several research groups seek candidates in order to present them for competitive calls that are nominative (i.e. Sara Borrell funded by "ISCIII"). In this case, job openings are made available in line with the requirements of the competitive calls.

These are the calls and their opening frequency:

- **Sara Borrell** – The aim of these grants is the hiring of recently qualified doctoral staff in the field of health sciences and technologies, to perfect their training, in centres with clinical care activity.
    - Number of calls: 3-4 vacancies
    - Periodicity: annual
    - Duration: 3 years

- **Río Hortega**** – The aim of these grants is the hiring of professionals with clinical care activity, who have passed the FSE, for the development of a training plan in research in health sciences and technologies that will be carried out simultaneously with care activity corresponding to their speciality. Río Hortega candidates have the possibility to develop a PhD thesis during the grant duration.
    - Number of calls: 5-6 vacancies
    - Periodicity: annual
    - Duration: 2 years

- **Juan de la Cierva** – The aim of these grants is to promote the stability of the scientific career and encourage the incorporation of young people, in possession of a doctorate, with the aim of completing their postdoctoral research training in Spanish R&D centres.
    - Number of calls: varies
    - Periodicity: annual

- Duration: 2 years

- **Beatriu de Pinós** – The aim of these grants is the incorporation of postdoctoral research staff into the Catalan science and technology system.
    - Number of calls: varies
    - Periodicity: annual
    - Duration: 2 years

**Only available for health specialists.

In addition to the mentioned calls above, there might be other competitive calls funded by several entities (i.e. "La Caixa", "European Commission", etc.).

How to apply?

Regarding the application process, specific instructions on the requirements, timings and documentation can be found within each specific call. These grants will be shared through internal communications and via Job Opening. All calls will be posted in the corresponding website of the funding entity.

Eligibility

- Have completed a PhD programme (doctoral thesis presented and approved) before the grant application period**.
- Not have held a contract/grant with similar conditions.
- For Río Hortega contracts, candidates must have the official specialty certificate of medicine (MIR), pharmacy (FIR), biology (BIR), chemistry (QIR), biochemistry, psychology (PIR), nursery (EIR) or hospital radiophysics (RIR).

All specific requirements will be detailed on each call description.

*** This requirement does not apply to Río Hortega candidates.*

Selection, Recruitment Process and Criteria

Competitive calls are normally disseminated through the usual channels of VHIR.
In some of these calls, a limited number of candidates can submit their application per each institution, and therefore, an internal prioritisation process must be carried out.

The Internal Evaluation Committee ensures that the candidates meet the minimum requirements of quality, viability and suitability to the lines of the call. Committee members prioritize the candidates based on the guidelines of the call and the internal strategic criteria fixed prior to initiating the process.
After the evaluation is carried out, the prioritized list is published and a period of allegations is made available. Once this period ends, the results are validated as final, and the selected candidates can present their application following the instructions of the financing entity trough the official channels of VHIR.

2. Job Opening

A job vacancy can be also opened by research groups responding to a specific research need and having available funding for hiring.

How to Apply?

Applicants should submit a full Curriculum Vitae and a cover letter to the corresponding email addresses and/or ATS systems as indicated on each job advert. All job adverts will be posted, at least, in the institutional website and in the EURAXESS website.

Eligibility

All requirements (academic training and experience) will be specified on each job advert. Please note that requirements might be mandatory or desirable.

Selection & Recruitment Process

According to the institutional Selection & Recruitment Policy, VHIR is formally committed to ensure that all Selection & Recruitment processes are open and transparent, that the candidates are selected using objective and comparable criteria, considering meritocracy and respecting equal treatment and opportunities. This policy is also in line with current legislation relating to employment, equality, diversity, and data protection.

The standard Selection & Recruitment process for Job openings, includes three stages:

1. *Pre-selection*: CV screening based on the criteria defined for the specific vacancy followed by a first-contact (telephone/video interview) with the pre-selected candidates.

2. *Selection:* second contact (video/in-person interview) with the selected candidates. Referrals and additional hard/soft skills tests might be given, according to the Selection & Recruitment Committee's decision.

3. *Closing:* the job offer is made to the final candidate. If accepted, the hiring process starts. If rejected, the job offer is made to the next most qualified candidate according to the selection reports.

Selection Criteria

Based on the job description, job advert and internal criteria defined for the vacancy, a scoring-based system will be defined in order to assess each candidacy both for the pre-selection and selection stage.

Selection Committee

According to the institutional Selection & Recruitment Policy, members should be made up of experts from different disciplines, competences and abilities, ideally with an international background and a balanced gender representation; always in line with the nature of the position, the call or the program.

The Selection Committee also abides by the principles of the Code of Conduct for the Recruitment of Researchers according to the European Research Area framework, specifically complies with the principles of Post-doctoral appointment.

Annex III – Recruitment: Established Researcher (R3)

Currently, there are two options to access the research career path at VHIR as an Established Researcher (R3) and the institution is exploring new options via a new *VHIR R3 Call* to be launched in the future.

1. Competitive HR Grant
2. Job Opening

VHIR aims to provide professional growth within the research career path. These career options are targeted to both VHIR Postdoctoral Fellows and to researchers from outside of VHIR's context.

1. Competitive HR Grant

- **Juan Rodés**** – The aim is hire medical physicians with experience in research in Health Sciences and Technologies, in the public health centres that are part of the IIS, or for the creation and coverage of the consequent permanent job in said centres once the grant has finished.
    - Number of calls: depending on the year
    - Periodicity: every year
    - Duration: 4 years

- **Miguel Servet** – The aim of these grants is to hire doctors of proven research career in the centres included in article 3.1.e) of the call providing additional funding for the execution of the research activity they carry out and to consolidate these professionals in positions of permanent work in these centres once the grant has ended.
    - Number of calls: depending on the year (usually one)
    - Periodicity: usually every year
    - Duration: 5 years

- **Ramon y Cajal**: Aimed to promote the incorporation into research organizations of research personnel, both Spanish and foreign, with an outstanding career in order for them to acquire the skills and abilities that allow them to obtain a stable position in a research organization of the Spanish Science System, Technology and Innovation, specifically encouraging the incorporation of researchers who have been developing their professional activity abroad.
    - Number of calls: depending on the year
    - Periodicity: depending on the year
    - Duration: 5 years (3 years and 2 years)

- **La Caixa Junior Leader Incoming/Retaining**: The aim of these grants is to hire excellent researchers—of any nationality— who wish to continue their research at any university or

research career in the areas of the health and life sciences, technology, physics, engineering and mathematics, in Spanish or Portuguese territory.

- Number of calls: depending on the year

- Periodicity: annual

- Duration: 3 years

**Only available for health specialists.

In addition to the mentioned calls above, there might be other competitive calls funded by several entities.

How to apply?

Regarding the application process, specific instructions on the requirements, timings and documentation can be found within each specific call. These grants will be shared through internal communications and via Job Opening.

Eligibility

- Have completed a PhD programme (doctoral thesis presented and approved) before the grant application period.
- Not have held a contract/grant with similar conditions.
- For Juan Rodés contracts, candidates must have the official specialty certificate of medicine (MIR), pharmacy (FIR), biology (BIR), chemistry (QIR), biochemistry, psychology (PIR), nursery (EIR) or hospital radiophysics (RIR).

*All specific requirements will be detailed on each call description.

Selection, Recruitment Process and Criteria

Competitive calls are normally disseminated through the usual channels of VHIR.
In some of these calls, a limited number of candidates can submit their application per each institution, and therefore, an internal prioritisation process must be carried out.

The Internal Evaluation Committee ensures that the candidates meet the minimum requirements of quality, viability and suitability to the lines of the call. Committee members prioritize the candidates based on the guidelines of the call and the internal strategic criteria fixed prior to initiating the process.
After the evaluation is carried out, the prioritized list is published and a period of allegations is made available. Once this period ends, the results are validated as final, and the selected candidates can present their application following the instructions of the financing entity trough the official channels of VHIR.

2. Job Opening

A job vacancy can be also opened by research groups responding to a specific research need and having available funding for hiring.

How to Apply?

Applicants should submit a full Curriculum Vitae and a cover letter to the corresponding email addresses and/or ATS systems as indicated on each job advert. All job adverts will be posted, at least, in the institutional website and in the EURAXESS website.

Eligibility

All requirements (academic training and experience) will be specified on each job advert. Please note that requirements might be mandatory or desirable.

Selection & Recruitment Process

According to the institutional Selection & Recruitment Policy, VHIR is formally committed to ensure that all Selection & Recruitment processes are open and transparent, that the candidates are selected using objective and comparable criteria, considering meritocracy and respecting equal treatment and opportunities. This policy is also in line with current legislation relating to employment, equality, diversity, and data protection.

The standard Selection & Recruitment process for Job openings, includes three stages:

1. *Pre-selection*: CV screening based on the criteria defined for the specific vacancy followed by a first-contact (telephone/video interview) with the pre-selected candidates.

2. *Selection:* second contact (video/in-person interview) with the selected candidates. Referrals and additional hard/soft skills tests might be given, according to the Selection & Recruitment Committee's decision.

3. *Closing:* the job offer is made to the final candidate. If accepted, the hiring process starts. If rejected, the job offer is made to the next most qualified candidate according to the selection reports.

Selection Criteria

Based on the job description, job advert and internal criteria defined for the vacancy, a scoring-based system will be defined in order to assess each candidacy both for the pre-selection and selection stage.

Selection Committee

According to the institutional Selection & Recruitment Policy, members should be made up of experts from different disciplines, competences and abilities, ideally with an international background and a balanced gender representation; always in line with the nature of the position, the call or the program.

The Selection Committee also abides by the principles of the Code of Conduct for the Recruitment of Researchers according to the European Research Area framework, specifically complies with the principles of Post-doctoral appointment.

Annex IV – Recruitment: Leading Researcher (R4)

Currently, there are two options to access the research career path at VHIR as Leading Researcher (R4):

1. VHIR Research Call:

1.1. Excellence Call (to be open in the near future)

1. VHIR Research call

According to the VHIR Talent Attraction Strategy, mostly every year international competitive calls that have high impact within the health/research sector are opened in order to attract top leading researchers.

How to apply?

Regarding the application process, specific instructions on the requirements, timings and documentation can be found within each specific call. All calls will be posted in the institutional website and EURAXESS website.

These are our calls and their opening frequency:

1.1.   Excellence Call (to be open in the near future)

- **Excellence** – The aim of these grants is the incorporation of excellent research profiles in the Tenure and Tenure Track stage, according to the VHIR's scientific career policy as well as the European research descriptors. The candidate must have an exceptional scientific trajectory with an excellent leadership capacity and proven international experience. The candidate will provide a clear added value to the Institution and their incorporation must contribute to its strategic objectives.

    - Number of calls: depending on the year
    - Periodicity: annual
    - Duration: permanent contract

In recent years, the institution had opened a call for the recruitment of excellent researchers named Seniority ERC Call.

Currently, the institution is working on the conceptualization of a new excellence programme to be launched in the near future.

Eligibility

- The candidate must be beneficiary of an ERC grant (Starting, Consolidator or Advanced Grant).
- Or the candidate must be beneficiary of an ICREA grant.
- Or the candidate must be a beneficiary or other type of excellence competitive grant.

All specific requirements will be detailed on each call description.

Selection & Recruitment Process

In general, there are 3 stages within the recruitment process:

1. *First Screening - Candidate's assessment*: all documentation from your application will be reviewed by an Evaluation Committee according to the requirements described on the call. After the provisional list is published, a period of allegations is opened. Once the claims are resolved, final list is published.

2. *Second Screening*: an interview(s) is conducted by the Foundation's Internal Scientific Committee (CCI).

3. *Final phase:* The Foundation's Board of Trustees award the candidate according to the report prepared by the CCI.

4. *Hiring:* the results of the recruitment process are communicated.

The selection process may vary depending on the nature of the call.

Selection Criteria

Each candidate will be evaluated based on a scoring* system. These are some of the criteria included in the Selection & Recruitment process:

- Record of publications.
- National and international projects obtained, continuous/discontinuous funding.
- Transference of knowledge: patents, spin-off, etc.
- Other merits such as mobility, outreach activities, collaborations…

The weigh value of each criterion may vary for each call.