

## Recruitment and Selection Policy based on the OTM-R Strategy

### Introduction

ICIQ adheres to the principles set out in the Code of Conduct for the Recruitment of Researchers in 2011 and has been implementing its principles in all recruitment processes since then. Based on that Code of Conduct, ICIQ has created the following policy.

Open, Transparent and Merit-Based Recruitment (OTM-R) is one of the pillars of the European Charter for Researchers and, in particular, of The Code of Conduct for the Recruitment of Researchers, which was introduced in 2005.

The recruitment and selection of best talent is crucial for the success of ICIQ. Thus, we are fully committed to offer and attain an open, transparent, and merit-based recruitment (OTM-R). Based on said principles, ICIQ has created the following policy:

### Principles

- ✓ Our recruitment procedures are open, efficient, transparent, supportive and internationally likened, as well as tailored to the type of positions advertised. All recruitment processes are part of ICIQ's Human Resources strategy for Researchers (HRS4R) Plan.
- ✓ All research vacancies and funding opportunities include a clear job description, the requirements for the position or the funding opportunity, the eligibility and selection criteria, and the benefits as to what ICIQ has to offer such as salary (calls only – PhD, Master and Summer Fellows) contract duration, and the expected incorporation date.
- ✓ Our selection committees provide a broad range of expertise and competences, and are gender balance. Our selection committees are comprised of at least 3 members, with ICIQ's Talent Officer being a part of all the selection processes.
- ✓ Confidentiality as the cornerstone of the selection process.
- ✓ Declarations Against Conflict of Interest (DACI) are signed for all selection processes for positions financed with Next Generation funds, Severo Ochoa and positions related to competitive projects. They are signed by all of the members of the selection committee and by the selected candidate.
- ✓ All the candidates are notified of the final selection decision once the selection process is complete.
- ✓ All the short-listed candidates receive, after the selection process, information about the strengths and weaknesses of their application.
- ✓ Our selection process takes into consideration the whole range of experience of the candidates, including mobility periods, non-formal experience or qualifications, as well as the future potential of the candidates.
- ✓ Career breaks or alternative career breaks are not penalized but regarded as a career evolution.
- ✓ ICIQ follows in its selection process a gender equality opportunity policy and a non-discrimination policy on the basis of age, ethnic or social origin, religion or belief, sexual orientation, language and disability.
- ✓ There is a complaint mechanism for candidates, which can be accessed in ICIQ's webpage, [ICIQ whistle-blower channel](#). In addition, suggestions and queries are channeled through the email address: [positions@iciq.es](mailto:positions@iciq.es).

For further details on the development of each principle, please consult the following link: <https://euraxess.ec.europa.eu/jobs/charter/code>.

## Procedure

At ICIQ there are mainly two types of selection processes, both of which comply with OTM-R principles. The two main types of selection processes are:

- > **Individual selection processes:** needed to cover an individual vacant position, whereas in the areas of Research, KTT or Management (Research Support and Management).
- > **Institutional and International Selection Programmes:** in which more than one position is offered. Candidates shall be selected according to the procedures and rules established in the corresponding call document, typically for PhD, Masters and Summer Fellows programme calls.

The recruitment procedure for all positions follows the succeeding steps as noted below:

1. Personnel Requisition Form
2. Position approval
3. Position / job offer description
4. Dissemination of the position
5. Applications
6. Evaluation and selection process
7. Offer letter to the selected candidate
8. Notification to all candidates (Feedback to interviewed candidates).
9. Incorporation of the selected candidate to ICIQ
10. Induction

**2. Personnel requisition:** submitted by the Hiring Manager to the People Unit.

The Personnel Requisition Form is only required for individual selection processes, for Institutional and or International programmes, a project document is requested which stipulates the project description, tasks and funding source. The overall call document is then approved by both Administrative Director and ICIQ's Director.

**2. Position approval:** The personnel requisition form must be approved by ICIQ's Financial Manager and ICIQ's Administrative Director before the position can be launched.

**3. Position / job offer description:** Prepared by the Hiring Manager in conjunction with the People unit. The job offer must include the following items: a) General Description of the position; b) Responsibilities; c) Requirements; d) Valued qualities; e) Conditions; f) Application & Selection Process (OTM-R guidelines).

The People unit can support the Hiring Manager in elaborating the job offer and the Personnel Requisition Form and will provide the job position with a reference, following the already established guidelines for each position and job category.

**4. Dissemination of the position:** The job offer will be openly disseminated (advertised) for a minimum period of 15 days, and up to a maximum of 2 months, on [ICIQ's Career Portal](#) and [Euraxess](#). For special calls and international programmes, the application deadlines can extend up to 5 weeks and the recruitment dates are set in the annual calls calendar, as established by the academic committee every year. The position advertisement will clearly indicate the required documentation for the application and the application deadline.

**5. Applications:** The entire application process will be completed online through [ICIQ's Career Portal](#).<sup>1</sup> Hiring managers will have access to all of the applications via the E-recruitment platform. Only the hiring managers, the People unit and members of the selection committee will have access to the job's main pipeline and applications in the E-recruitment platform.

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<sup>1</sup> This is a requirement to comply with the LOPD (*Ley Orgánica de Protección de Datos* – Law for personal data protection). Please refer to [ICIQ's Privacy Policy](#) in our website and in our E-recruitment platform.

The platform offers the possibility, among others, to:

- > View candidate information and application documents.
- > Review candidates and organize them by stages (reviewing, interviewed, rejected, offered and hired).
- > Confirm Recommendations: from supervisors and colleagues.
- > Schedule interviews.
- > Provides a record of all the messages exchanged between the candidate and the Hiring team.
- > Extend, accept or decline job offers.
- > Candidate Evaluation and Feedback (interview forms).

**6. Evaluation and selection process:** The evaluation of the applicants and the candidate selection will be performed by a selection committee, appointed at the time of publication of the offer, or beforehand, whenever possible. Selection committees may vary depending on whether the position is a management or a research position. Each member of the selection committee will be granted access to the job pipeline in the E-recruitment platform, and to all the applications received and their pertaining documents.

**7. Selection Committee Conditions:** The Selection Committee will be composed of a minimum of three members with different levels of experience and competences, ensuring an appropriate balance between men and women in order to contribute to gender-sensitive outcomes. The committee will ensure that the academic, research and professional (including non-official) qualifications of all applicants, as well as international and professional mobility, are properly assessed and evaluated. Ensuring the published evaluation criteria is consistent with the requirements of the job offered.

The Selection Committees can be external for specific positions, such as for Group Leader positions, whereby an external committee is created to evaluate and assess the candidates.

The selection committee members will vary according to the characteristics of the job position to be published. The composition will include a minimum of:

- > Hiring Manager/Supervisor: The Group Leader or Senior Researcher, Administrative Director or Unit or Department Manager of the position.
- > A member of the People Unit, the Talent Officer, who ensures that all members understand and execute their roles in the recruitment process.
- > A member of the Research group / Research Support Unit and/or the People Manager.

The Selection Committee members are granted access to the E-recruitment tool in order to evaluate all the candidacies received for the position.

**8. Offer letter to the selected candidate:** A Job Offer and Offer Letter will be sent to the selected candidate via the E-recruitment platform or via email ([positions@iciq.es](mailto:positions@iciq.es)) (only for PhD calls). The selected candidate will have 5 days to accept or turn down the offer. Once the acceptance is official, the candidate's name will be published on ICIQ's web page under the [Grants Awarded](#) section.

Personalized rejection emails are sent to the remaining candidates, with special consideration to candidates participating in the interview process, with particular feedback on the selection process results and their profile and/or performance.

**9. Incorporation of the selected candidate to ICIQ:** The start date will be agreed between the selected candidate and the Hiring Manager, ensuring with the People Unit that the documentation to prepare the work contract can be ready by the agreed start date. New incorporations should take place either on the first day of the month or on Mondays.

**10. Induction:** Welcome sessions are scheduled every month for new hires, which include a corporate presentation on ICIQ and common HR procedures by the People Unit, alongside a presentation on the Research Support units and services available for researchers.

In addition, a Welcome Pack is extended to new hires as a welcome manual, which includes information on ICIQ, our departments and units, services, committees, facilities, training options and practical information for newcomers.

## Specific Programmes

ICIQ's Institutional and International Selection Programmes, in which more than one position is offered, as well as special programmes with particular specifications, may have a different recruitment process. Candidates shall be selected according to the procedures and rules established in the corresponding Call document.

These are the six Institutional and International Selection Programmes offered at ICIQ:

### 1. PhD Programme

The Fully-Funded PhD Programme offered by The Institute of Chemical Research of Catalonia (ICIQ-CERCA) is aimed at exceptional graduate students from all over the world, to support their enrolment in a training and research programme in the field of chemistry, ultimately leading to the completion of a Doctoral Thesis in partnership with the Universitat Rovira I Virgili (URV). The programme also contributes to their professional career development, in the fields of academia and industry.

The required application documents are:

- > Personal Statement.
- > A full Curriculum Vitae.
- > Official BSc and MSc transcripts.
- > Proof of English Proficiency.
- > The contact information for at least two references.

### 2. Master Projects Fellowship Programme

The Master Projects Fellowship Programme offered by The Institute of Chemical Research of Catalonia (ICIQ-CERCA) is aimed at university graduates from all over the world, to support their enrolment in the URV/ICIQ Master in Synthesis, Catalysis and Molecular Design or other Master programmes, and to follow a research project in the area of chemistry that ultimately leads to the completion of a Master's Degree.

The required application documents are:

- > Motivation Letter.
- > A full Curriculum Vitae.
- > Official BSc and MSc transcripts.
- > Proof of English Proficiency.

### 3. Summer Fellowship Programme

ICIQ Summer Fellowship Program offers fellowships to national and international undergraduate students to give them the opportunity to learn, work and live in an exciting environment of cutting-edge research in chemistry. Students are welcome to spend a two-month paid internship in one of ICIQ's research groups during the months of July and August.

The required application documents are:

- > Motivation Letter.
- > A full Curriculum Vitae.
- > Academic Record.

#### 4. MSCA-COFUND Programmes

ICIQ sees Marie Skłodowska-Curie and COFUND programmes as a unique opportunity to attract the best international talent at the postdoctoral level. The programmes have also contributed to increase the quality of our training programmes and it has allowed us to extend our collaboration with the best European research institutions and the international private sector. Candidate selection is performed through an External Committee – Funding Network.

The required application documents are:

- > Motivation Letter.
- > A full Curriculum Vitae.
- > Official BSc and MSc transcripts.
- > Proof of English Proficiency.
- > The contact information for at least two references.

#### 5. Doctoral Networks (coordinated by ICIQ)

Doctoral Networks offer the opportunity to attract the best international PhD students. The programme also offer high quality training programmes and allows us to extend our collaboration with the best European research institutions and the international private sector. Candidate selection is performed through an External Committee – Funding Network.

The required application documents are:

- > Application Form including eligibility questions (EU rules).
- > Motivation Letter.
- > A full Curriculum Vitae.
- > Official BSc and MSc transcripts.
- > Official BSc and MSc degree titles.
- > Proof of English Proficiency.
- > The contact information of at least two referees.

#### 6. Junior Group Leader (ICIQ Starting Career Programme)

This programme is aimed at attracting highly talented young researchers, with an outstanding postdoctoral record and willing to start an independent scientific career with their own independent research group. Group Leaders of the ICIQ-SCP receive a generous start-up package, a completely equipped laboratory (three positions) and full access to the state-of-the-art ICIQ facilities. Candidate selection is performed through an External Committee.

The required application documents are:

- > A letter of interest (up to 3 pages).
- > A full Curriculum Vitae.
- > A Description of previous accomplishments.
- > A Research Plan (up to 5 pages).
- > The contact information for at least three references.

## Express Selection Process

In cases where an employee has to be replaced urgently (e.g. to cover a sick leave), the selection process will follow the same procedure, but the duration of all phases of the selection process will be reduced. In particular, the phase of publication of the job advertisement, as well as the application phase and the evaluation and selection of staff.

## Monitoring of the OTM-R

ICIQ pursues the continuous improvement of the OTM-R policy and its procedures through quality control and monitoring of the OTM-R principles.

The People Unit leads the quality control and monitoring of the recruitment and selection processes. A tracking system is in place to record and store information regarding each stage of the recruitment process, by use of the E-Recruitment tool, by means of tracking and monitoring the following indicators:

- > Gender
- > Age
- > Nationality
- > Current Location
- > PhD University (for Postdocs only)
- > Source (Where they found out about the position)
- > If Internal or External candidate
- > Eligibility (fulfillment of job requirements/criteria)