www.fcirce.es

CIRCE Foundation OTM-R Policy
Open, Transparent and Merit-based Recruitment of Researchers (OTM-R)

People & Talent
2021

TABLE OF CONTENTS

Note: Any copies of this document, either digital or on paper, will be considered UNCONTROLLED COPIES. The only valid version of this document is the online version in the computer system.

1 Scope

In 2015, the CIRCE Foundation's Technology Centre achieved the "HR Excellence in Research Award", which acknowledges our ongoing engagement in implementing the guidelines of the Charter for European Researchers and the Code of Conduct for Recruitment of Researchers.

Receiving the Award not only shows support for our work in securing international funding and drawing talented professionals to our Technology Centre. It also means a boost for our international profile and proves our commitment to fostering a favourable workplace for researchers.

In line with what the "HR Excellence in Research Award" represents, the goal of this OTM-R Policy is to base our work on the fundamental principles of the Code of Conduct for Recruitment of Researchers. We will now go on to outline the key steps involved in recruiting researchers at the CIRCE Foundation, from the initial stage of announcing vacancies and receiving applications to appraisal and shortlisting and ultimately selecting applicants.

2 Goals

- To bring talented researchers to the team.

- To ensure that Researcher skills are aligned with CIRCE's development model.

- To make sure that new Researchers complement the profiles we already have in our groups, helping our teams towards the CIRCE development model and enhancing their potential for development.

- To observe transparency in the process of recruiting Researchers.

- CIRCE is committed to fostering the principle of equal treatment and opportunities among women and men, and takes a proactive approach to achieving it.

3   Stages in the Researcher recruitment process

STEP 1: STARTING THE PROCESS

- Who is responsible: Head of Department/Unit.
- Description: The Head of Department/Unit sends a new recruitment request to Management and to People & Talent.
- Information to be provided:
    - Name and type of position.
    - Qualifications required.
    - Professional experience requested (years and sector).
    - Abilities and Skills required (technical, hard and soft skills).
    - Tasks/responsibilities to be undertaken by the new recruit.
    - Additional information.
- The request is to be sent by email to Assistant Management copying in the Manager of the Group in question and People & Talent.

STEP 2: LAUNCHING A NEW RESEARCHER RECRUITMENT PROCESS

- Who is responsible: Assistant Management.
- Description: Checking that the request is suitable according to the development strategy and in line with the budget.
- Criteria to be applied:
    - Fitting in with public and private project plans.
    - Suitability of the profile to the tasks/responsibilities to be carried out.
    - Contribution to the development of the Group they will be joining (profile complementarity within the CIRCE development model, development lines in need of reinforcement).
    - Budgetary situation and progress of the Group.
- Checking information and discussing with the Head of Department to define the required profile.
- Holding a meeting and emailing final conclusions to the Head of Department copying in the Manager of the Group in question and People & Talent.

STEP 3: DESIGNING THE RECRUITMENT PROCESS AND PREPARING DOCUMENTATION

- Who is responsible: Head of Department / Group Manager and People & Talent.
- Description: Preparing the offer to announce a Researcher position opening.

- Defining the initial criteria for shortlisting applicants in each case: Qualifications, Experience, Languages, Other.
- Defining and weighing up the shortlisting criteria: Career progress, Additional skills, Technical Skills, Desired Experience, Other.
- Choosing the channels to announce the offer: Employment portals (LinkedIn, Infojobs, EuraXess), CIRCE website, Social media, Professional Associations, Universities, Business Schools, etc.
- Adjusting the copy to be used on each different channel.

STEP 4: ANNOUNCING THE POSITION AND IDENTIFYING APPLICANTS

- Who is responsible: People & Talent.
- Description: Announcing the opening and gathering information submitted by applicants
  - People & Talent: Gathering details in a data file created to collect basic information from each applicant (CV, cover letter).

STEP 5: SHORTLISTING APPLICANTS

- Who is responsible: People & Talent.
- Description: Turning down and informing applicants who do not meet the basic criteria Shortlisting a manageable number of applicants to hold interviews (3 to 5 applicants).
- Contacting applicants to arrange a date for the interview. *Arranging travel if necessary. Arranging online tests if necessary.*

STEP 6: TESTS AND INTERVIEWS WITH SHORTLISTED APPLICANTS

- Who is responsible: People & Talent.
- Organising and holding tests/interviews as arranged.
- Assessing the candidates according to recruitment criteria.

STEP 7: SELECTING A NEW RESEARCHER

- Who is responsible: Group Manager / Head of Department.
- Selecting an applicant to join the Group and prioritising potential substitutes.
- Making final negotiations with the applicant ready for recruitment aided by People & Talent.

4 ABBREVIATED DEFINITION OF PROFESSIONAL CATEGORIES IN THE FIELD OF SCIENCE - TECH - RESEARCH

Level 1

Command of the methodology and tools to develop projects (R&D or market).
Ongoing quest for execution efficiency.
Timely and quality task fulfilment.
Advanced
Being able to partake in projects taking on tasks with responsibility for deliverables.
Knowing how to detect technological barriers and needs in the sectors where their know-how applies.
Coming up with solutions to problems in related sectors and being able to calculate their impact
Being able to take part in meetings with project partners and/or clients.

Level 2

Command of the methodology and tools to develop and execute projects efficiently and autonomously according to high quality standards.
Ability to apply know-how to develop new solutions.
Advanced
Managing projects taking final responsibility for deliverables and monitoring resources.
Understanding the work of the main players within their field: R&D and market.
Being able to share knowledge in courses, presentations, etc.
Knowing about public funding sources linked to the Centre's activity.
Having communication, leadership and motivational skills and abilities.

Level 3

Ability to manage technological services and projects independently or in coordination.
Excellence in terms of technical know-how linked to their field.
Capability to develop teams of people, showing good leadership.
Advanced
Managing project portfolios.
Proposing R&D lines to improve or create new technological services or transfer technological knowledge.
Having created technological services.

5   Upcoming actions

In order to streamline and improve the recruitment process to cover our Research vacancies, we will be implementing a new system throughout 2021 to receive and manage applications automatically. This change from an essentially manual process to a more automated one will make us more agile, less likely to miss information and able to keep better track of the applications that come in.

6   Contact

If you have any questions linked to the CIRCE Foundation's OTM-R Policy, please contact the People & Talent department at **seleccion@fcirce.es**