

OTM-R RECRUITMENT PROCESS

Recruitment of personnel at the CVC, as an organization subject to Public Law, has to be done through a public call and in accordance to the following principles:

- a) Equality, merit-based and capacity: it is guaranteed that all citizens have the right to access public employment in accordance to these constitutional principles.
- b) Publicity of the calls and their rules.
- c) Transparency
- d) Impartiality and professionalism of the selection committee.
- e) The performance of the selection committee will be independent and with technical discretion.
- f) Adequacy between the contents of the recruitment process and the tasks to be performed.
- g) Agility, without prejudice of objectivity, in the recruitment process.

It can be requested the fulfilment of other specific requirements that have objective and proportionate relation with the accepted functions and the tasks to be developed.

Recruitment Process

The CVC is committed to Open Transparent and Merit-based Recruitment (OTM-R) for any potential candidate, in all our processes. In 2015 we received the Human Resources Strategy for Researchers (HRS4R) award. Through an extensive and continuous process, we improve the conditions and opportunities at CVC. With these actions, the CVC is committed to the principles of the European Charter for Researchers, as well as the Code of Conduct for the Recruitment of Researchers.

The recruitment process is done by the Human Resources department that can outsource the process.

Phases

1. Job Advert

All new positions have to be advertised on our website, as well as the Euraxess website and other dissemination sites. Generally, job adverts are published for one month, unless there are other requirements from the recruitment process.

All the applications must be made through the CVC website. Once an application has been made, the applicant will receive an email with a message saying that he/she will be contacted if his/her profile fits the position.

2. Screening Phase

The lead recruiter and the HR department analyses the candidates' profiles in relation to the requirements established in the job description, and create a ranking list.

Selected candidates will be contacted to arrange an interview.

3. Interview Phase

Generally, the process consists of two interviews. One is conducted by the department in which the position is to be based, and the other by HR and/or management, except in the case of vacancies for PhD grants, which follow a different process.

Research group interview: technical interview and technical test (if required)

HR interview: competency and attitude-based interview

Interviews will be held in person or online.

For strategic positions or PhD grants, interviews will be organized by recruitment groups. The composition of these groups will depend on the vacancy.

When possible, women will be present on all recruitment groups. At least 20-25% of group members will be female.

4. Contract Proposal

Once we have a final candidate for the position, HR and/or management communicates to the candidate in order to inform him/her of the conditions of the position.

Once HR and/or management has done all the necessary checks, a contract proposal is sent to the candidate.

This proposal includes:

- Information about the position offered
- Conditions (annual gross salary, working hours, contract modality and duration, holidays)
- Benefits
- Starting date

Once we have the signed document, HR requests the necessary documents for the preparation of a contract.

Extra calls between HR and the candidate can be scheduled to explain and give support related to tax issues.

Relocation: for any candidate who is coming to live in Spain, we help with the process to obtain the work permit for her/him and her/his direct family (spouse and children) and we give support to the administrative tasks to settle in Barcelona (NIE process, real state agencies, list of schools etc.).



5. Unsuccessful applications

All the candidates who took part in the interview phase will be contacted by phone or e-mail to confirm the outcome of the recruitment process.

Throughout the recruitment process, candidates are able to contact HR (rrhh@cvc.uab.es) if they want to enquire about the status of the recruitment process.

Diversity and equal opportunities employment

The CVC practices an equal opportunities policy and it's committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, nationality, age, disability or any other basis protected by applicable state or local law.

Recruitment Groups

Women in CVC will be represented in recruitment groups; the minimum proportion is 20-25% of the members of each recruitment group. The objective is to promote the role of women in research.

Career Breaks

In the recruitment and screening charts, maternity leaves will have extra points in order to equal the breaks in women careers.

Data protection

Data Protection

The applicants' database as well as all applications received through the CVC website are managed by the HR department. All information is handled with due confidentiality and only for the mentioned purpose. They will be made available to the members of the recruitment committee in so far as they are necessary for the management of the process.

