



Policy OTM-R

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

2024



**Co-funded by
the European Union**

"Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union. Neither the European Union nor the granting authority can be held responsible for them."

Index

Introduction.....	3
Offer and Applications Phase.....	3
Application Procedure.....	4
Acknowledgement of Receipt and Communication with Applicants. .	4
Assessment and Selection Phase.	5
Transparency, Equality, and Merit.....	5
Evaluation Committees.....	5
Merit Evaluation.....	6
Consultation Procedure.	7
Contact Information.....	7

Introduction.

Arquimea Research Center (ARC) acknowledging its commitment to implementing the guidelines of the **European Charter for Researchers** and the **Code of Conduct for the Recruitment of Researchers**¹, publicly releases a guide to enhance the selection and hiring process for research personnel, as previously established by ARC.

The hiring process consists of three main phases:

- Offer and Applications.
- Assessment and Selection.
- Resolution and Closure.

Offer and Applications Phase.

In accordance with a policy of open and transparent recruitment, all offers of research contracts funded by research groups or projects will be as concise and clear as possible. These job postings must include the following information:

- Organization and unit or recruitment area.
- Job title, specifications and start date.
- Number of vacant positions.
- Career profiles of research personnel (R1-R4) with minimum required competencies (including linguistic requirements) and desirable competencies.
- Selection criteria (and possibly their respective 'weight'), including knowledge and professional experience.
- Working conditions, workplace, rights (salary, benefits, etc.), type and duration of the contract.
- Professional development opportunities.

¹ Key EU documents set out a series of guidelines for European universities and institutions to improve the hiring process and working conditions for research staff, enhancing research careers in Europe.

- Career development prospects.
- Reference to ARC's OTM-R policy and link to the document.
- Mention of ARC's Equality Plan.
- Application process.

To ensure transparency and good practices in the offer phase, Directors and Principal Researchers (PRs) will have access to a standardized template for job postings. They must fill in the mandatory fields containing the job specifications and data mentioned above, after which they will submit it to the Human Resources Department for publication. In addition to serving as a tool to ensure quality control and transparency in this process, the template also minimizes administrative burden for Directors, PRs and research groups.

ARC does not establish any specific requirements regarding the nationality or country of residence of applicants. However, in accordance with current legislation, the eligibility of non-EU citizens will be subject to Spanish Organic Law 4/2000.

Application Procedure.

Electronic management tools and processes are used to reduce the administrative burden on applicants. Applications will be submitted electronically. Original documents and academic titles will only be required from the finalist(s) and prior to their hiring.

Acknowledgement of Receipt and Communication with Applicants.

Applicants will receive a notification confirming that their application has been received correctly.

Once the application is received and compliance with the minimum requirements is verified, applicants who do not meet this condition will be informed that their application has been excluded, while others will proceed to the next phase, Assessment and Selection.

Assessment and Selection Phase.

Transparency, Equality, and Merit.

To ensure the hiring of the most suitable candidate for a specific job, the selection process must be carried out in accordance with the constitutional principles of merit, capability, transparency, openness, equal opportunities, and non-discrimination. Specifically, applicants must be assessed without discrimination based on gender, nationality, ethnic or social origin, disability, age, religion, sexual orientation, political opinions, or socioeconomic status.

Likewise, interruptions and variations in research trajectory (such as career breaks, sabbatical periods, maternity or paternity leave, etc.) will not be penalized, as they are considered an essential part of the research career and therefore contribute valuable professional development in multidisciplinary contexts.

Evaluation Committees.

The committee will consist of a minimum of three persons, including at least one representative from the Human Resources Department, the person responsible for the area of the advertised position, and a third participant who may be an external expert, responsible for related areas, or a second member from the area to be covered.

Committee members must possess the experience, qualifications, and competencies necessary to effectively evaluate participants. Additionally, they must act independently and disclose any conflicts of interest. Their decisions must be impartial and based on proven facts rather than personal preferences. Each committee member must confirm that they have read the Good Research Practice Code, especially those sections regarding conflicts of interest.

Diversity and gender awareness are fundamental throughout the hiring process. In particular, gender balance is sought when appointing members of the evaluation and selection committees.

Merit Evaluation.

Specific evaluation criteria to be applied are included in the corresponding call for applications. The corresponding degree required by the offer will be the main criterion. Other criteria to be considered include research curriculum, professional experience, and specific training related to the advertised position. All applications are pre-examined to verify their eligibility (see "Acknowledgement of Receipt" section).

Applicants will also be assessed through interviews. Those who make it to the provisional list of participants may be called for a remote or in-person interview. Whenever possible, the same evaluation committee will participate throughout the process.

Resolution and Closure Phase.

Once the finalist is chosen, ARC's Human Resources Department will contact them to extend a written offer, with conditions previously reflected in the job posting.

Additionally, other applicants will be contacted to inform them of the selection of another participant. ARC offers all its members working conditions in line with national legislation, including full Social Security coverage.

Furthermore, ARC provides research personnel with the necessary technical resources for the development of their research activities. Additionally, ARC is fully committed to the principles established in the European Charter for Researchers, taking measures to ensure that research personnel have an appropriate balance between work and personal life, as well as holidays, permits, licenses, and necessary provisions in case of temporary incapacity.

Consultation Procedure.

Throughout the selection process, and even after it has been completed, participants in the process can contact the Human Resources team to make any necessary inquiries.

Contact Information.

For any questions*ⁱ related to ARC's OTM-R Policy, please contact the Human Resources Department at the following email address **seleccion@arquimearesearchcenter.com**

ⁱ* ARC, as part of ARQUIMEA, has a whistleblowing channel for serious or very serious infractions, through the address [Arquimea Group Sistema de comunicaciones | Inicio \(whistleblowersoftware.com\)](#).