



HR EXCELLENCE IN RESEARCH

OTM-R (Open, Transparent and Merit-based Recruitment of Researchers) Policy of the Universitat Oberta de Catalunya

Date of update: 1 March 2024

Personnel department

The **OTM-R Policy** aims to comply with the basic principles of the Code of Conduct for the recruitment of researchers in accordance with the HR Excellence in Research award. As a result, the UOC has established a series of essential steps that must be followed in the process of recruiting researchers, from submitting offers and applications to the assessment, selection and appointment of candidates. Here they are presented in chronological order.

The UOC's recruitment process consists of three stages:

- (1) Offer and applications stage
- (2) Assessment and selection stage
- (3) Resolution and publication stage

1. Principles

In accordance with the UOC's mission, vision and values, the UOC staff selection and recruitment policy (hereinafter, the "Selection and Recruitment Policy" or the "Policy") states that the people who work at the institution are the main asset of the Universitat Oberta de Catalunya (hereinafter, the "UOC", the "university" or the "institution"). Along these lines, the institution is committed to recruiting people with the necessary knowledge, competencies, attitudes and interests to make the UOC project their own professional and development project to support the deployment of the institution's strategy and challenges.

2. Purpose

The Selection and Recruitment Policy sets out the general principles for the recruitment of the UOC's staff, the roles and responsibilities that must govern the management of staff recruitment at the university, and the main aspects envisaged in the deployment of this Policy. The general aim of the Policy is to support the UOC's short-, medium- and long-term strategy through recruitment, as well as to ensure the best fit between prospective candidates and the professional profile required for the vacancy, providing the institution with the most suitable professionals and ensuring the quality and effectiveness of the selection and recruitment process in order to make sure that the vacancy is filled successfully.

3. Scope of application

This Policy applies to all UOC staff, whether they are administrative, academic or research staff, including the international centres and companies of the UOC

Group. It also applies to prospective candidates who participate in the institution's selection and recruitment processes.

4. Assignment of roles and responsibilities

Below are the responsibilities of the UOC departments affected by this Policy:

a. Personnel department

- Ensuring that all UOC staff selection and recruitment processes comply with the principles set forth in the UOC's Policy and internal regulations on the matter.
- Reviewing and proposing changes and improvements to the Policy.
- Communicating the Policy to the institution.

b. Communications department

- Supporting the communication of the Policy.

c. All departments and faculties

- Knowing the content of the Policy.
- Complying with its content and ensuring its proper application in the institution.

5. Development

The deployment of the Policy involves applying the following principles:

- Attracting talent by developing a high-quality selection and recruitment process that is satisfactory for all parties involved.
- Applying the criteria of fairness, objectivity and confidentiality in the evaluation of candidates' professional competencies and suitability for vacancies in terms of the parameters of the abilities, aptitudes, skills and attitudes evaluated.
- Ensuring transparency in the selection and recruitment process, as well as equal opportunities, regardless of the candidate's gender, age, nationality, sexual orientation, political opinion, marital status, ideology, beliefs, ethnicity or religion, or any other physical, personal or social condition not affecting their merits and abilities.
- Acting in line with Sustainable Development Goals (SDGs) 4 "Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all", 5 "Achieve gender equality and empower all women and girls" and 8 "Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all".

- Ensuring that all professionals participating in selection and recruitment processes are respectful of candidates, avoiding both conscious and unconscious biases, and that they act in accordance with the values of the institution, as they are the visible face of the university in a context of very sensitive interaction with society.
- Ensuring that all professionals participating in selection and recruitment processes have the necessary knowledge and training to address them in accordance with the principles of this Policy.
- Encouraging people at risk of social exclusion to participate in selection and recruitment processes in order to help them join or rejoin the labour market and foster their professional, personal and social development while promoting diversity within the institution.
- Promoting young people's access to the labour market through internships.
- Preserving the confidentiality of the personal data used at all stages of the selection and recruitment process, and ensuring compliance with the current data protection legislation.
- Informing all university staff of the Policy, and ensuring it is understood and applied.
- Ensuring that the Policy is appropriate for the actual circumstances of the institution.

6. Approval of the Policy

This Policy has been approved in accordance with the provisions of the UOC's policy on roles and responsibilities in the approval of the UOC's internal regulations.

7. Confidentiality

All internally approved rules, procedures and documentation shall remain the property of the UOC and may not be used for any purposes other than those for which they were submitted, or sent or communicated to persons outside the UOC's interests.

Appendix 1

Definitions

Selection and recruitment process

A set of phases or stages to select and recruit the most suitable people and professional profiles for a specific job within the organization.

Candidate

A person who applies of their own volition for a position within the organization.

People at risk of social exclusion

People in a situation at some point in their life that negatively affects their development, with a direct impact on their personal, social or economic plans. This includes people without resources, victims of gender violence or violence against children, victims of terrorism, people with a disability, victims of discrimination based on ethnic origin, and immigrants, among others.

UOC staff

All the people linked to the university through an employment contract, whether temporary or open-ended.

Appendix 2

The Selection and Recruitment Policy and its general principles result in various selection and recruitment procedures, depending on the profile to join the organization. These are available on the UOC's intranet:

- Research staff selection and recruitment procedure for a specific project
- Predoctoral research staff selection and recruitment procedure
- Postdoctoral research staff selection and recruitment procedure
- Teaching and research staff selection and recruitment procedure
- Administrative staff selection and recruitment procedure