

instituto IDEAS



OPEN,
TRANSPARENT
AND
MERIT-BASED
RECRUITMENT

(OTM-R POLICY)



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OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT (OTM-R) POLICY

Introduction

IMDEA Water is an institute whose mission is to promote multidisciplinary research and innovation in water issues. The aim is to generate profitable and sustainable solutions to problems related to water and its management, and create an efficient model for scientific and technological development in collaboration with the production sector. To achieve these objectives, IMDEA Water is aware of the importance and value of human capital.

The recruitment and selection policy, as stated in the IMDEA Water statutes, adheres to principles of equality, merit, capacity and openness, in line with OTM-R (Open, Transparent and Merit-based Recruitment of researchers) recommendations, designed to foster open, transparent practices based on the curricular merits of candidates. Likewise, the policy complies with the [European Charter for Researchers and the Code of conduct for the Recruitment of Researchers](#) (C&C) of the European Commission, which IMDEA Water signed up to in 2008, integrating it into institutional policy, before receiving in July 2010 the official seal of excellence in human resources management. The C&C covers the "Recruitment", "Ethical and professional aspects", "Working conditions and social security" and "Training" areas.

This acknowledgement reflects the effort made institutionally to ensure ideal working conditions in IMDEA Water, which requires an ongoing process of adaptation to change and implementation of new improvement actions.

All IMDEA Water workers will have an employment contract in accordance with national legislation and social security coverage.

General principles

IMDEA Water staff selection processes are carried out through the competitive calls system whereby the following principles are guaranteed:

- **Public nature of calls:** All selection processes are carried out through a public call on the IMDEA Water website (employment section), and disseminated through the Institute's social networks and other websites. The call specifies the number of jobs offered, the characteristics of the position, the group or research area of IMDEA Water with which the post is associated, the requirements to be met by applicants, the evaluation criteria, the documentation to be delivered and the mode of delivery, the closing date of the call and information on personal data protection.

- **Equal opportunities and non-discrimination:** Candidates meeting the selection process access requirements are assessed applying principles of equality, not discriminating in any way for reasons of sex, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinions and social or economic status.
- **Transparency:** Candidates are notified of receipt of their application and the result of the selection process.
- **Merit and capacity:** Candidates are evaluated applying principles of merit and ability, assessing the CV, the candidate's suitability for the position offered and, where appropriate, holding interviews according to the criteria set prior to the evaluation of candidates.
- **Professionalism, objectivity and impartiality:** All selection processes are overseen by a selection committee consisting of professional from the area of the profile sought.

Selection body

The selection committee is composed of three members - chair, spokesperson and secretary - and is constituted on each occasion for each call. All possible efforts are made to achieve gender balance in the composition of committees.

The selection committee guarantees that evaluation of the candidates is objective and impartial, according to the set criteria and attending to their academic and professional merits.

Procedure

All job offers are published on the IMDEA Water website, expanding the dissemination in social networks and, occasionally, on other websites such as the Community of Madrid employment portal or EURAXESS, indicating a deadline date for acceptance of applications, the requirements for the post and documentation to be submitted.

Once the registration period is closed, the eligibility of candidates is assessed. Those with any rectifiable error in their candidacy are notified and allowed a correction period, after which the eligible candidates are identified and the selection committee begins to assess the merits according to the criteria set forth in the call. Should the committee consider an interview necessary, the highest-rated candidates will be summoned.

Interviews are conducted personally or via videoconference, in order to adapt to the needs of the candidates.

Following the assessment, the selection committee draws up a record listing all the candidates and their scorers, and the hiring of the highest-rated candidate is proposed, indicating, if possible, the name of the shortlist candidates.

Candidates receive personal notification of the selection process outcomes.

