

## ICN2 RECRUITMENT PROCESS

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#### 1. Objective of ICN2 recruitment process:

The objective of any recruitment process at ICN2 is to support the institute's strategic development plans in the short, medium and long term by hiring people who are a good fit with the future direction of research lines and management departments.

The ICN2 recruitment process enables us to approach the attraction of talent following the same guidelines in all processes, to establish the process flow and standardise candidate assessment criteria. Moreover, it enables us to share information amongst the interested parties in order to facilitate and speed up the process from beginning to end.

Every recruitment process must be supported by a prior analysis of the position that is being offered. This analysis must, at the very least, consider the main mission of the post, the added value that it will bring to the department, the job responsibilities and a scientific and professional career plan.

The personalised definition of the scientific and/or professional career plans will enable us to increase the employee's degree of commitment to the institute, and as a result, to contribute towards the achievement of its strategic objectives.

Through the objective participation of the people involved in the process, we guarantee both success and the incorporation of profiles which match the requirements of the positions offered

## 2. Principles of the recruitment process at ICN2

Our recruitment principles are as follows:

- Equal opportunities
- Respect for cultural diversity
- Transparency
- Evaluation based on scientific merit and/or professional career
- Professional and personal potential of candidates
- Alignment of professional competences and attitudes with the culture and values of ICN2.

## 3. General Job advertisement channels

The different publication channels for job advertisements will be analysed in each specific case. The channels may be, among others:

1. National or international
2. General or specific to an area.

## 4. Candidate assessment criteria

This list is merely an example, and may be adapted to suit the characteristics of each recruitment process and vacancy that is to be filled.

Scientific Merits:

- Academic Degrees
- Academic grades
- Research excellence
- Research potential
- Publications/Patents
- Creative thinking
- Experience in writing competitive proposals
- Willingness to travel and participation in research visits
- Potential eligibility for national and international fellowships
- Co-supervision of interns, Masters, PhD and/or students
- Oral and written expression and/or presentation skills
- Networking abilities
- Outreach activities.

## Personal Skills:

- Team working
- Ability to work independently
- Motivation
- Self-awareness/Self-criticism
- Adaptability.

## 5. Phases or process flow

The recruitment process has eight phases:

- 6.1 Job opening Request and Approval
- 6.2 Publication, dissemination
- 6.3 Establishment of the players in the recruitment process
- 6.4 Preselection
- 6.5 Interviews
- 6.6 Final decision
- 6.7 Job offer, closure and deactivation of the job advertisement
- 6.8 Communication to the non-selected candidates