



# ICN2 RECRUITMENT PROCESS

HUMAN RESOURCES DEPARTMENT

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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. Areas involved:

### **Job Requester**

This is the person who has the need to fill a vacancy in their team and it is this person who is directly responsible for hiring the new employee.

The Job Requester is responsible for defining the requirements and profile of the position that they are going to incorporate into their team.

The Job Requester can be any Scientific Group Leader, Project PI, Administration Department Manager or Scientific Technical Support Division Manager. The Job Requester often also acts as the "**Hiring Manager**" from the opening to the closing of the vacancy.

### **Hiring Manager**

If the Job Requester is unable to be involved in the recruitment process, he/she assigns and delegates the role of Hiring Manager to someone in his/her team, and this person carries out the recruitment process. The Hiring Manager, as the person responsible for the process, will be in charge of managing it from the opening to the closing of the vacancy and for making a decision about the final candidate. The Hiring Manager is a person who occupies a senior position in the Research Group, in Administration and in Divisions.

### **Recruitment Committee**

A group of people composed by researchers or technicians who contribute to the recruitment process through the objective scientific assessment of candidates.

### **Competitive Funding Department and Finance Department**

These are departments involved in the opening of a vacancy in order to confirm the funding source and the budget allocated to each approved position.

### **Human Resources Department**

This department is responsible for coordinating the recruitment process from the beginning to the end, as well as helping/contributing to analyse the more personal elements of the candidates: motivation, potential, attitudes and skills.

## **3. 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.

#### **4. 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.

#### **5. 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.

## 6. 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 Interview report
- 6.7 Final decision
- 6.8 Job offer, closure and deactivation of the job advertisement.

### 6.1 Job opening Request and approval

The recruitment process begins when a Job Requester requests a vacancy. By filing, they must fill out the New Position Form providing Human Resources staff with a full description and as much information as possible about the position. The objective that the Human Resources department is seeking to achieve with this form is to have the necessary information to define the profile and publish the advertisement, and to support and speed up the recruitment process from the moment the position is opened.

Once the form has been filled out, the Job Requester has a meeting with Human Resources in order to finalise the profile, the salary band, the job advertisement channels, etc.

The Human Resources department sends the New Position Form to the Competitive Funding and Finance departments for confirmation of the project funding and budget allocated to the said position.

In the event that the new position covers a vacancy that has not previously been approved in the budgets and which needs the approval of Management, Human Resources will send the New Position Form to Management for final approval of the opening of the process. In the event that Management approval is not necessary, it is Human Resources who grants the final approval and publishes the advertisement via the different channels.

If the vacancy requested is not approved, the recruitment process is considered to be terminated.

## 6.2 Publication of advertisements

The Human Resources department will analyse the suitability of the forums where the advertisement will be published jointly with the Hiring Manager for each specific recruitment process.

The objective of this phase is to rationalise the potential of the publication forums as much as possible, taking into account the expertise of each research area and administrative department.

## 6.3 Establishment of the players in the recruitment process

### Postdoctoral positions:

If the position to be filled is postdoctoral, it will be necessary to establish a Recruitment Committee as the body that ensures equal opportunities for the candidates and transparency in the selection process.

This Committee will be appointed on an individual basis for each selection process and will be made up of at least two members with knowledge of the area in which the vacancy exists.

The Hiring Manager will propose the members of the Recruitment Committee in each case.

### PhD positions:

A specific procedure for PhD admission is included and described in the ICN2 PhD Programme admission.

## 6.4 Preselection

The preselection phase starts with sieving through the curricula, be it by Human Resources or by the Hiring Manager in the case of scientific profiles.

All candidates culled in this first evaluation phase must be informed of their non-progress to successive phases.

If the candidates fulfil the requirements set out by the Job Requester, they will be contacted directly by the Hiring Manager or by Human Resources for an initial telephone or Skype interview. The objective of this initial contact is to find out the candidate's motivation for applying for the job, their financial expectations and their availability for interviews, amongst other aspects.

Human Resources and/or the Hiring Manager must inform each other of the result of the conversations and justify the decision to include the candidate in the second interview phase or not.

The preselection process ends when the Hiring Manager together with Human Resources decides and selects those candidates that go through to the interview phase.

The candidates rejected in this first phase of selection must be informed of their non-inclusion in the personal interview phase by the person who carried out the telephone or Skype interview.

## **6.5 Interviews**

Human Resources organises and coordinates the interviews with the departments involved. Technical assessments will be included if the selection process requires it. Once the candidates have been notified, the interviews will be carried out.

The interviews will preferably be conducted face to face. In the event that the candidate cannot travel to ICN2, they will be carried out using the most common technological methods.

The interviews will be conducted by the Hiring Manager, the members of the recruitment committee established and supported also by Human Resources.

## **6.6 Interview report**

Those involved in conducting interviews must fill out an Interview report chart for the interviewed candidates. Likewise, they will hold a meeting to share their impressions and notes in order to decide and select the ideal candidate.

The objective of these meetings is that the interviewers share the information and impressions obtained during the interviews with the aim of supporting the decisions that are taken.

## **6.7 Final decision**

The decision about the final candidate will always be made by the Hiring Manager after taking into account the recommendations of the Recruitment Committee and the Human Resources department. The decision is included in the report chart.



## **6.8 Job offer, closure and deactivation of the job advertisement**

After deciding on the chosen candidate, Human Resources, together with the Job Requester, will agree the financial offer that is to be made to the final candidate.



Human Resources will contact the final candidate in order to offer them the post and also inform them of the financial conditions. If the candidate accepts the offer then Human Resources will send them an offer letter by email, signed by Management.

Human Resources informs the Job Requester of the candidate's acceptance and confirms their start date.

If the selected candidate rejects ICN2's offer, Human Resources informs the Job Requester so as to be able to look at the option of reconsidering the other candidates that were interviewed. If there is someone suitable amongst those candidates, they will be offered the job and the financial conditions will be agreed. Otherwise, the recruitment process will go back to the interview phase.

Following the acceptance of the Job Offer by the candidate, Human Resources will proceed to close the vacancy. The advertisements published in various recruitment channels will be deactivated and the rejected candidates shall be informed that they have not been selected for the position at ICN2 and that the process is now closed.

## ANNEX 1 NEW POSITION FORM

 <p><b>ICN2</b> Institut Català de Nanociència i Nanotecnologia</p>  <p>EXCELENCIA SEVERO OCHOA</p>  <p>hr HR EXCELLENCE IN RESEARCH</p>	
NOTE: INFORMATION PROVIDED ON THIS PAGE WILL BE USED EXTERNALLY	
<b>JOB DESCRIPTION</b> <i>(To be completed by Hiring Manager)</i>	
Date	
Job title	
Area or Group of research	
Directly reporting to	
Description of Group/Project	
<b>MAIN TASKS AND RESPONSIBILITIES</b> <i>(To be completed by Hiring Manager)</i>	
<b>EDUCATION, EXPERIENCE AND SKILLS REQUIRED</b> <i>(To be completed by Hiring Manager)</i>	
<ul style="list-style-type: none"> <li>• Education</li> <li>○</li> <li>• Knowledge</li> <li>○</li> <li>• Professional Experience</li> <li>○</li> <li>• Competences</li> <li>○</li> </ul>	
NOTE: THIS INFORMATION IS FOR INTERNAL USE ONLY	

JOB PURPOSE (To be completed by Hiring Manager)		
Mission of this position		
Added value of this position to ICN2		
CONTRACT DETAILS (To be completed by Hiring Manager in conjunction with HR)		
Expected date of start		
Funds/ Budget allocation	CECO Number	
Funds/Budget allocation	CECO Name	
Budget controller's name		
Reason of this job request		
Types of the contract		
Terms and duration of the contracts		
Position		
Position Salary Range	#N/A	#N/A
Offered Salary Range		
Social Security range	0	0
Total	0	0
Variable salary		
ADDITIONAL COMMENTS TO CONTRACT DETAILS (To be completed by Hiring Manager)		
OTHER INFORMATION (To be completed by Hiring Manager)		
Equipments, tools and procedures needed to carry out the duties and responsibilities		
APPROVAL		
Job requestor signature	Budget controller signature	

## ANNEX 2 CALL TEMPLATE

***Job Title:***

***Research area or group:***

***Description of Group/Project:***

***Main Tasks and responsibilities:***

***Requirements:***

- ***Education***
- ***Knowledge***
- ***Professional Experience***
- ***Personal Competences***

***Research Career Profile (According to the European Framework for Research Careers):***

***Summary of conditions:***

- *Full time work (37,5h/week)*
- *Contract Length:*
- *Location: Bellaterra (Barcelona)*
- *Salary will depend on qualifications and demonstrated experience.*
- *Support to the relocation issues.*
- *Life Insurance.*

***Estimated Incorporation date:***

***How to apply:***

*All applications must be made via the ICN2 website ... and include the following:*

1. *A cover letter.*
2. *A full CV including contact details.*
3. *2 Reference letters or referee contacts.*

***Deadline for applications:***

***Equal opportunities:***

*ICN2 is an equal opportunity employer committed to diversity and inclusion of people with disabilities.*

## ANNEX 3 SCREENING/INTERVIEW REPORT

Position	
Research Group	
Hiring Manager	
Panel Members	
Date of the recruitment	

To include the list of candidates to evaluate, 3 is the maximum punctuation and 0 is the minimum punctuation.

Applicant full name	Suitability to the position	Requirement...	Requirement...	Requirement...	Fluent in English	Total	Comments
						0	
						0	

Panel Member 1

Panel Member 2

Panel Member 3

Panel Member 4