

vicomtech

MEMBER OF BASQUE RESEARCH
& TECHNOLOGY ALLIANCE

Open, Transparent and Merit-based Recruitment of Researchers by Vicomtech



OTM-R

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1. Introduction

Vicomtech is an applied research technology centre specialising in Computer Graphics, Visual Computing Data Analytics & Intelligence, Interactive Digital Media y Language Technologies (ICT technologies).

The centre is a member of the Basque Science, Technology and Innovation Network and is certified as a Technology Centre by the Ministry of Economy and Competitiveness with the registration number CIT-88. Additionally, is a member of several alliances, platforms and clusters.

Our main mission is as follows:

- To meet the Applied Research, Technology Development and Innovation requirements of local companies and institutions in the Computer Graphics, Visual Computing and Multimedia fields, enhancing their competitive edge and improving society's economic development and quality of life.
- To develop innovative visual interaction and communications technologies, creating product prototypes and applications in collaboration with industry.
- To contribute to universal knowledge by training researchers and publishing the results of its applied research work in internationally-renowned journals and at conferences.
- To provide an excellent, high-quality working environment that enables its researchers to develop the personal and professional skills needed to hold posts of responsibility at the centre itself, in industry or in other scientific areas.

A keystone of our recruitment programs is to make sure that the best scientist is recruited for a research position.

Therefore, since its creation in 2001 Vicomtech is committed to establish and maintain a recruitment process that is:

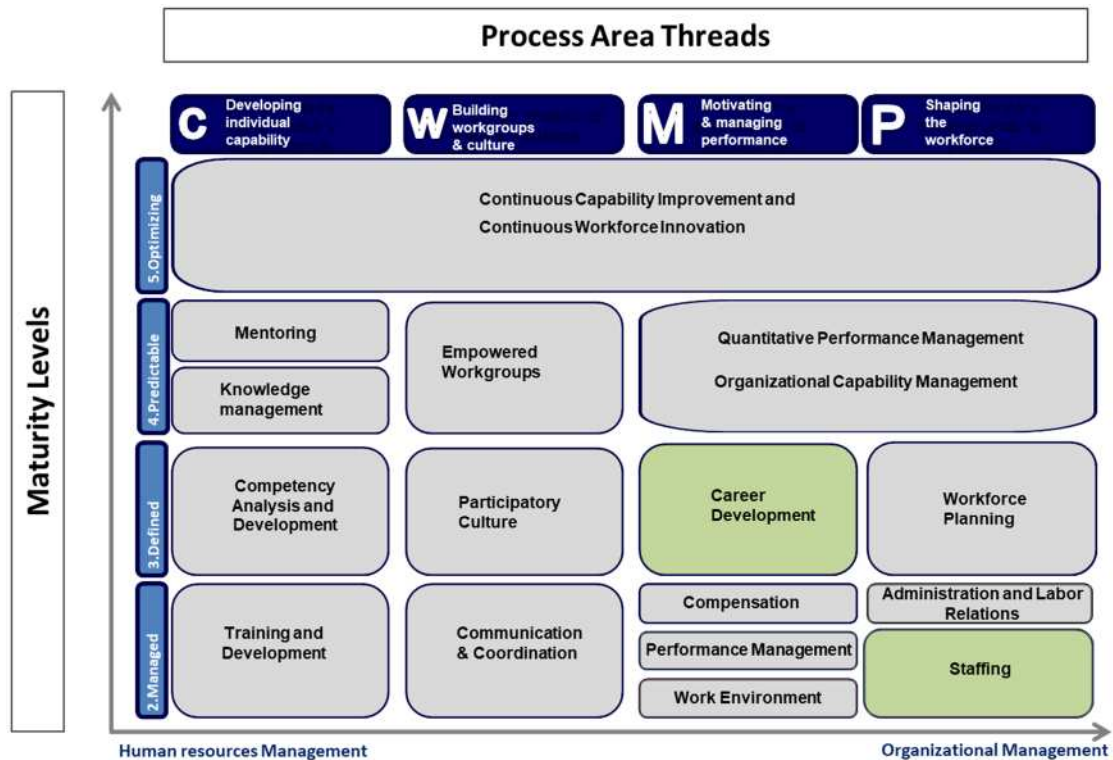
- ✓ Open
- ✓ Transparent
- ✓ Merit based

In this policy, Vicomtech is reviewing its recruitment procedures according to the principles and guidelines set by the EC on what an OTM-R system should look like. As a result of the review, a number of actions are established to improve the recruitment policy.

2. Review of Vicomtech's current OTM-R policy, practices and procedures

Vicomtech has carried out a review of the recruitment current system. In 2015, Vicomtech started to improve its People Management policies and processes, and to apply the Carnegie Mellon University's People CMM Matrix.

Of all these processes, which are evaluated and updated on an annual basis, “Staffing” and “Career Development” are the key processes for Vicomtech’s recruitment policy.



Vicomtech has used the ‘checklist’ provided by the EC to review its recruitment procedures. **Annex 1** of this policy details the assessment carried out through this checklist.

3. Develop and put in place a revised Vicomtech OTM-R policy

Vicomtech has developed and implemented an OTM-R policy that encourages, in particular, external applicants by:

- a) Providing clear and transparent information on the whole selection process, including selection criteria and an indicative timetable; This is reflected in the staffing policy (P-06.12-Staffing) that Vicomtech has posted on its “Argi” platform. Through it, the company intends to ensure that workers with the level of preparation necessary to carry out the development of the projects are incorporated into the workforce. For its part, the selection criteria, as well as the indicative timetable, are shown in the offers of employment that Vicomtech publishes on its website and on Euraxess.
- b) Posting a clear and concise job advertisement with links to detailed information on, for example, required competencies and duties, working conditions, entitlements, training opportunities, career development, gender equality policies, etc.; All these requirements are included in the job offers, which, as indicated above, are published on the Vicomtech website and on Euraxess.

- c) Ensuring that the levels of qualifications and competencies required are in line with the needs of the position and not set as a barrier to entry, e.g., too restrictive and/or requiring unnecessary qualifications; In this sense, the specifications that are requested in each job offer are in complete accordance with the career development policy (P-06.15- Career Development) that Vicomtech has designed based on the Decree 109/2015 of June 23, which regulates and updates the composition of the Basque Science, Technology and Innovation Network. In it, the necessary criteria for the correct performance of each position or position of the company are established.
- d) Considering the inclusion of explicit pro-active elements for underrepresented groups; Proof of this is Vicomtech's commitment to the integration of women in the work environment and especially in the world of research and technical and scientific careers through its participation in the STEAM program (Science, Technology, Engineering and Mathematics). The STEAM program consists of a Mentoring program that is committed to the development of talent and the promotion of technical and scientific careers especially aimed at girls of school age. Its objective is to sensitize and attract women to those careers that are more scientific and traditionally linked to men, so as to empower the next generation of women in technical and scientific areas. Moreover, Vicomtech has developed an equality plan in order to eliminate any type of inequality or discrimination that may occur in an organization based on sex and to integrate equal treatment and opportunities between women and men as a basic benefit of the organization and as an axis management procedures.
- e) Keeping the administrative burden for the candidate (proof of qualifications, translations, number of copies required, etc.) to a minimum; As reflected in the job offers published by Vicomtech, people interested in applying to them, only must fill in 5 mandatory fields (name, surname, email, country and telephone) and attach the curriculum vitae. In addition, throughout the process, generally, they will only be asked to fill out a simple form with basic information for the interview (educational level, experience, publications, doctoral thesis, level and degree of English, as well as participation in patents). In this sense, it should be highlighted that all this information is subject to compliance with Organic Law 3/2018, of December 5, on the Protection of Personal Data and guarantee of digital rights.
- f) Reviewing, where appropriate, the institutional policy on languages; Vicomtech has implemented different measures related to its reference languages, Spanish, Basque and English, that it permanently reviews. In the first place, it has developed a policy of Basque as it is the co-official language of the Basque Country. Secondly, it is guaranteed that the selection process is carried out in English, as well as in Spanish and, where appropriate, in Basque. Finally, its official website is accessible in all 3 languages.

4. Publishing Vicomtech's OTM-R policy

The OTM-R policy is published in an easily accessible place on the institution's website, addressing the minimum set of requirements (to be developed in relation to points above) while respecting institutional autonomy and diversity.

For those institutions implementing the Human Resources Strategy for Researchers (HRS4R), this is a requirement.

5. Quality control system

A quality control mechanism is established, including supervision of the whole recruitment process, to be administered by the designated staff. In this process, external reviewers take part within the peer review exercise of the HRS4R.

To monitor and assess the extent to which the OTM-R system is being implemented, it is also developed an internal reporting for the critical phases of a recruitment process.

6. Adapt the internal OTM-R guide

Clear and explicit rules and procedures for each call are defined, tailored to specifications required to candidates.

According to the European Framework for Research Careers which identifies four broad career profiles for researchers, our research categories attend to:

- **G1 Principal Researcher:** R4 Leading Researcher (researchers leading their research area or field)
- **G2 Senior Researcher:** R4 Leading Researcher (researchers leading their research area or field)
- **G3 Researcher:** R3 Established Researcher (researchers who have developed a level of independence)
- **G4 Junior Researcher:** R2 Recognised Researcher (PhD holders or equivalent who are not yet fully independent) and R1 First Stage Researcher (up to the completion of PhD)

While the basic principles of openness, transparency and merit should apply to all positions, the procedures are adapted according to each call attending to the level, nature and type of position. The key point is to ensure that the various procedures or derogations are clear, objectively justified and transparent.

In line with the principle "Recognition of qualifications" of the Code of Conduct for the Recruitment of Researchers, appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, skills and competences of all researchers, as well as international and professional mobility are provided.

7. Training and awareness raising within the institution

Vicomtech ensures that appropriate training is provided to all those who are involved in the recruitment process. This should include training on how to brief members of the Selection Committees. Specifically, these Selection Committees are made up of Area Directors, Line Leaders, Technological Director and HR Technician. On occasions, the committees usually receive support from external agents (eg. psychotechnical tests ...), in addition to that offered by the Vicomtech administrative department.

Likewise, it is worth mentioning that the committees rely on those responsible for the staffing policy (P-06.12-Staffing) and career development policy (P-06.15- Career Development) who are:

- Person responsible for the design, control and monitoring of the staffing and career development: Direction (General Management, Deputy Director and HR Director).
- Person responsible for the staffing process: HR Director, in addition to the Selection Committees itself.

As our calls are international, candidates are assessed in English. This implies that evaluators and staff are trained to deal with processing and evaluating applicants and conducting hiring processes in English.

8. e-recruitment

In order to avoid discriminating against candidates based on their geographical location and/or financial means, "e-recruitment" tools are used, drawing on the experience of existing platforms and tools. Specifically, at Vicomtech email, video calls (Teams) and document managers (Box) are used, in addition to the website.

Annex 1

OTM-R checklist for organisations					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, completely +/-Yes, substantially -/+ Yes, partially -- No	*Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x		<ul style="list-style-type: none"> ▪ Have the OTM-R policy published in Spanish, English and Basque on the website and intranet (Argi) ▪ Dates of latest updates ▪ Announcement to the staff
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x		<ul style="list-style-type: none"> ▪ Have the staffing policy (P-06.12- Staffing) and career development policy (P-06.15- Career Development) published on the intranet (Argi) ▪ Date of latest update ▪ Announcement to the staff
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x		<ul style="list-style-type: none"> ▪ Existence of training programs for OTM-R ▪ Number of staff following training in OTM-R
4. Do we make (sufficient) use of e-recruitment tools?	x	x			<ul style="list-style-type: none"> ▪ Applicants number coming from online
5. Do we have a quality control system for OTM-R in place?	x	x	x		<ul style="list-style-type: none"> ▪ Satisfaction of host institutions ▪ Research Fellows consolidated ▪ Disposition of current ISO certificates (ISO 9001, ISO 14001, ISO 56002...)
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x		<ul style="list-style-type: none"> ▪ Trend of the share of external candidates in the calls (No. of external candidates in recent years)
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x		<ul style="list-style-type: none"> ▪ Trend in the share of applicants from abroad (No. of applicants from abroad in recent years)
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x		<ul style="list-style-type: none"> ▪ Disposition of the current Equality Plan ▪ Have the current STEAM program ▪ Trend in the share of applicants among underrepresented groups (No. of female applicants in recent years)

9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x		<ul style="list-style-type: none"> ▪ Have the career development policy (P-06.15-Career Development) published on the intranet (Argi) ▪ Date of latest update ▪ Announcement to the staff
10. Do we have means to monitor whether the most suitable researchers apply?					<ul style="list-style-type: none"> ▪ No. of times a job offer is published for not having filled the position the first time
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x			<ul style="list-style-type: none"> ▪ Have the Recruitment of personnel policy (P-06.04-Recruitment of personnel) published on the intranet (Argi) ▪ Date of latest update ▪ Announcement to the staff
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x			<ul style="list-style-type: none"> ▪ Have the template of "Staff offer" in force
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x			<ul style="list-style-type: none"> ▪ Have job offers published on EURAXESS
14. Do we make use of other job advertising tools?	x	x			<ul style="list-style-type: none"> ▪ Have job offers published on the website ▪ No. of offers published on Infojobs or another job board ▪ No. of offers published through external selection companies ▪ Use social media to increase the visibility of job offers
15. Do we keep the administrative burden to a minimum for the candidate?	x				<ul style="list-style-type: none"> ▪ Have the application form on the website current, as well as the basic data for the interview ▪ Comply with Organic Law 3/2018, of December 5, on the Protection of Personal Data and guarantee of digital rights
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of Selection Committees?		x	x		<ul style="list-style-type: none"> ▪ Have the OTM-R policy published in Spanish, English and Basque on the website and intranet (Argi) ▪ Dates of latest updates ▪ Announcement to the staff

17. Do we have clear rules concerning the composition of Selection Committees?		x	x		<ul style="list-style-type: none"> ▪ Have the OTM-R policy published in Spanish, English and Basque on the website and intranet (Argi) ▪ Dates of latest updates ▪ Announcement to the staff
18. Are the committees sufficiently gender-balanced?		x	x		<ul style="list-style-type: none"> ▪ Gender equality in the in the Selection Committees (No. of women and men in the Selection Committees)
19. Do we have clear guidelines for Selection Committees which help to judge 'merit' in a way that leads to the best candidate being selected?			x		<ul style="list-style-type: none"> ▪ Have the career development policy (P-06.15- Career Development) published on the intranet (Argi) ▪ Date of latest update ▪ Announcement to the staff
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x			<ul style="list-style-type: none"> ▪ Share of applicants who receive an answer
21. Do we provide adequate feedback to interviewees?		x			<ul style="list-style-type: none"> ▪ Have the Recruitment of personnel policy (P-06.04- Recruitment of personnel) published on the intranet (Argi) ▪ Date of latest update ▪ Announcement to the staff
22. Do we have an appropriate complaints mechanism in place?		x			<ul style="list-style-type: none"> ▪ No. of complaints received
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?					<ul style="list-style-type: none"> ▪ People CMM indicators