

GENERAL GUIDELINES FOR RESEARCH STAFF RECRUITING AT UDC ACCORDING TO OTM-R CRITERIA

INTRODUCTION

As part of its commitment to bringing the best researching talent, the University of A Coruña (UDC) endorsed in August 2016 the [European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers](#) that sets out the rules and obligations of researchers, their employers, and funders, to apply fair and transparent recruitment procedures.

Therefore, **UDC is committed to Open, Transparent, and Merit-based Recruitment (OTM-R) for any potential candidate**, in all our processes.

The University obtained from the European Commission (through EURAXESS) the "HR Excellence in Research" award on June 7th, 2017, and on July 8th, 2019 the UDC successfully passed the Implementation Phase Interim Assessment of the HRS4R award. You can get more detailed information about this award and the action plans on the [dedicated page](#).

The present document applies to researchers, technical and management staff related to research with a charge to Chapter VI of the General Budget of the UDC.

Recently, the University of A Coruña has reviewed and updated the [Regulation of the hiring of labour personnel charged to projects, grants, and research and knowledge transfer agreements](#). The Reform of the Labor Legislation and the changes in the Science Law approved by the Government of Spain on December 31, 2021, made it necessary to update the previous regulations dating from 2009. After being approved by the Governing Council of the UDC on April 28, 2022, was disseminated among the entire university community through its publication in the Electronic Board of the UDC. It is also available in English, Galician and Spanish on the HRS4R website.

In addition to this document, which includes the philosophy of selection and hiring that the UDC has, and the recently approved new Regulation for the regulation of the hiring of labor personnel of chapter VI charged to projects, grants, and research agreements and knowledge transfer; The HRS4R work team will publish the **Manual of Good Practices in the Selection and Hiring of Research Personnel** (already in preparation), which contains some recommendations to be taken into account by the UDC staff involved in the selection and hiring tasks. Among other sections, it includes the **Guide to Aspects to Take into Account on Socially Responsible Hiring for Effective Equality between Women and Men**, prepared by the Office for Gender Equality of the UDC in collaboration with the Vice-Rectorate for Equality.

All the documentation related to the recruitment processes of research staff is available in the specific section on the [dedicated website for the HSR4R at the UDC](#).

RECRUITMENT PROCEDURE OF RESEARCH STAFF, TECHNICAL AND MANAGEMENT STAFF RELATED TO RESEARCH CHARGED TO PROJECTS AND PROGRAMS BUDGET OF THE UDC

1. Job Advert

All positions must be advertised on our website ([electronic board](#)) in Galician and Spanish languages. And also on EURAXESS Portal in English.

Generally, job adverts are published for 10 working days, unless there are other requirements from the recruitment process responsible.

The position advertisement must include all required details, such as:

- Name of the hiring department /centre
- The object of the contract. Funding source.
- Title, number of available positions, and job description.
- Starting date.
- Working conditions (salary, working hours, workplace, other benefits).
- Professional Category. In case of researchers, when possible, please indicate the category (R1-R4) according to the [European Framework of Research Profiles](#). You can check on the dedicated website.
- Required and desirable competencies.
- Merit assessment chart or list.
- Information about the recruitment process (stages, the procedure to apply, and deadline for applications).
- Contact details of the recruitment responsible person.
- Reference to the [OTM-R Policy and recruitment regulation of research staff](#) hiring at the UDC.
- Reference to the [UDC Gender Equality Plan](#).

Interested applicants who meet the requirements must send their application through the provided channel, generally sending the application and all required documents to the given email address.

2. Screening Phase

The composition of these selection committees will depend on the vacancy but in any case, it will always have at least 3 participants. Women will be present in all of them. And at least 1/3 of the committee members must be female.

The selection committee will appraise every candidate's profile concerning the requirements stated in the job description, and will elaborate on a ranking list.

Candidates selected for interviews will be contacted to arrange an interview.

3. Interview Phase

Interviews may be conducted face-to-face or online means. The weight of the interview cannot be more than 25% of the total score of the candidate.

The interview may be conducted for more than one person, and all questions must be regarding professional aspects of the candidature, avoiding questioning about personal issues.

4. Contract Proposal

The selected candidate for the position will be contacted by email/phone to confirm his/her incorporation into the University staff. All details regarding the contract signature will also be provided at this moment.

The new member of the University staff will be provided with a welcome pack that includes useful digital information about practical issues related to living in A Coruña/Ferrol, Campuses/Centres premises and resources, and also documents specially produced for the research community and available on the dedicated [website of the HRS4R](#).

5. Unsuccessful applications

Once finished with the selection process, the ranking list with the results of the process will be available on the website of the centre/department responsible for it, or the [Electronic Board](#) of the University.

Throughout the recruitment process, candidates can contact the recruitment responsible for further enquire about the status of the recruitment process or more details about the job position.

6. Diversity and equal opportunities in employment

The University of A Coruña is an equal opportunities employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, nationality, age, disability, or any other basis protected by applicable state or local law.