

AGROTECNIO RECRUITING POLICY

1. SCOPE

This policy applies to the recruitment and selection of those applying for positions at Agrotecnio even not the ones that will be carried out hand by hand with the University of Lleida.

All those who are involved in the recruitment and selection of staff are expected to observe this policy in order to ensure their actions are consistent with the principles and procedures following the OTM-R policy.

2. POLICY STATEMENT

The Institution is committed to the principles of [The European Charter for Researchers & Code of Conduct for the Recruitment of Researchers](#) promoted by the European Commission to ensure fair and transparent recruitment.

Agrotecnio is fully committed to providing all applicants with equality of opportunity in employment. Agrotecnio is an equal opportunities employer. All applicants are treated equally during the recruitment process. Agrotecnio complies with the Organic Act 17/15 of 31st October 2016 on effective equality of men and women, the Workers' Statute passed by Spanish Royal Legislative Decree 2/2015 of 23rd October, and with the European Directives provided by the ECC about non-discrimination. Agrotecnio will take no account of gender, marital status, sexual orientation, disability, national origin, political or religious belief, or any other type of discrimination. It undertakes not to discriminate, thereby ensuring fairer recruitment decisions.

RECRUITMENT AND SELECTION POLICY

3. PRINCIPLES

The principles, in accordance with the [Code of Conduct for the Recruitment of Researchers of European Commission](#), to be followed by any member who recruits researchers:

Recruitment procedures have to be open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialized as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

-Selection. Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained.

-Transparency. Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.

-Judging merit. The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

-Variations in the chronological order of CVs. Career breaks or variations in the chronological order of CVs should not be penalized, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.

-Recognition of mobility experience. Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

-Recognition of qualifications. Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.

-Seniority. The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognized.

-Postdoctoral appointments. Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.

Non-Research Staff

Regarding non-research staff, any person involved in the selection and recruitment process must follow the principles stated above.

4. OBJECTIVES

The following objectives apply to all those involved in recruitment and selection:

Ensure that the recruitment and selection process meets the operational and strategic requirements of Agrotecnio.

Ensure that the recruitment and selection process is conducted following the principles and procedures of this policy.

Ensure compliance with equality and diversity regulations by promoting equal opportunities during recruitment and selection.

Ensure compliance with personal data legislation and adhering to the appropriate levels of security.

Ensure the treatment of applications with the utmost confidentiality and discretion.

Ensure that appointments are made on the basis of the applicant's suitability for the position.

Selection criteria will be derived from the job description and will be used to match an applicant's qualifications, skills, knowledge, and experience and so on to the requirements of the job opening.

Ensure a fair, transparent and consistent approach throughout recruitment and selection.

5. RECRUITMENT STRATEGIES

When the Human Resources Department is created will provide recommendations and assessment to all those involved in recruitment and selection processes. This support includes sourcing methods, costing and screening, recruitment material including advertisements, duration of the advertisement (start and end date), and timeline and so on. Now the Agrotecnio administration will carry this function with the help of the external management.

The recruitment strategies considered include, but are not limited to, external advertising, internal advertising, distribution lists, the use of a search agency, social networks, and international liaisons.

6. ADVERTISING

The main aim of an advertising strategy and campaign is to attract the best candidates in a transparent, timely and cost-effective way.

The commitment of Agrotecnio to a transparent policy will be reflected by the posting of job openings, calls, and programmes on its website.

External Advertising

Depending on the nature of the opening and the recruitment strategy chosen, advertisements will be published in specific media, among these various portals and social media networks. The researchers job offers will be directly published in Euraxess.

7. SELECTION COMMITTEES

The size of the selection committee will vary depending on the position and type of selection process (programme, call, new hiring need...).

When forming a Selection Committee, the gender perspective must be taken into account in order to comply with equality in gender representation. The person in charge of setting up the selection committee will make every effort to achieve gender representation and diversity of membership.

The Human Resources Department must be informed of any selection committee formed, until now that the Human Resources does not exist the Agrotecnio Director and Administrator are the ones to be informed.

8. RECRUITMENT AND SELECTION PROCESS

The recruitment and selection process can be conducted in different ways depending not only on the nature of the position open but also on the programs and calls offering vacancies. In general terms, the recruitment and selection process follows the stages described below.

1. Job supply generation

First of all it depends of the kind of position we need if we need to speak or not with the UdL about the contract and the way to carry out the selection. If it is a PhD position we will need their support so they have the doctorate programs.

Once we identify the process to follow first of all we will talk to the Human Resources Department, but as Agrotecnio right now does not have this position in their organigram, the person to talk to is the administrator of the Center. It will lead the process of filling up the call template with the job essential descriptions the Hiring Manager will send him, advertising and CVs administration for the Selection Committee.

2. Composition of the Selection Committee

After knowing the position the administrator will contact will contact with researchers experts in the field and not involved in the position, asking them if they could be part of the Selection Committee. The Selection Committee at least will be composed by one president and two members, one acting as a secretary; acting in concordance with the Gender Equality. Once the Selection Committee have three members the call will be launched.

3. Job advertising

First of all to give more vision to the Center the call will be launched in our website which will be the main platform. Then to give more diffusion to the offer it will be posted in our Tweeter and in our LinkedIn page. Obviously at the same time to give opportunities to international candidates the offer will be posted in EURAXESS and if it is necessary in different international research job offer platforms.

All calls will be active during 15 days in all platform so all candidates have the same options.

4. Candidates preselection

Until the end of the deadline all the CVs will be saved by the administrator who will send it to the Selection Committee who will revise the CVs and identify those applicants who meet the most desirable criteria so that they may be given more in-depth consideration at the next stage of the process. Shortlisting must be based on the key selection criteria (KSC) of the job opening, call, or programme. The Selection Committee can use a quantitative scoring system in shortlisting activities. Shortlisting decisions may need to be explained to applicants and need to be supported by documentary evidence in the event of an audit or complaint. Applicants will be invited to attend an interview.

5. Candidates Evaluation

The selection process will be chosen taking into account the nature of the position, and prior agreement with the Hiring Manager, or in case of specific calls or programmes, as stated in their conditions. A variety of selection approaches may be adopted in addition to the interview, including a panel interview, presentation, group dynamics, assessment centers, written exercises, tests for specific skills, case resolution, and so on. Applicants should be asked similar core questions and similar selection methods should be used based on the requirements for the position. Supplementary or additional tests or questions may be asked to clarify issues or to obtain further information deemed relevant by the interviewers.

Other paths to take are the next:

-Asking for references. If consent is given by shortlisted candidates, referees could be contacted in order to comment on the candidate's suitability for the post. Also, candidates may be asked for recommendation letters when applying.

-Selecting preferring candidate/s. The Selection Committee (depending on the process) may be able to identify the best applicant once all those shortlisted have completed any work-based assessment, interview or selections methods chosen. In this case, an offer can be made.

- Notifying unsuccessful candidates. Once the final candidate/s has accepted the job offer, unsuccessful candidates will also be notified that their applications have not been successful. When a candidate requests feedback on performance during the selection, this will be given by the Hiring Manager, by the Selection Committee or, at his/her request, by the administrator depending if the candidate has been in contact or not with the selection committee.

-Record-Keeping. All records relating to recruitment and selection processes will be kept for one year after an appointment has been made. Agrotecnio should give reasonable feedback to unsuccessful candidates upon request within six months of receiving the application.

***When the first call has been unsuccessful, because any candidate could not fit in the position, the call will be launched in another advertising pages and the selection process will begin again.**

6. Hiring Process

So, finally the successful candidate will receive a job offer and once he accepts it, the Human Resource Department (now the Center administrator) will contact the external management to prepare and send him the hiring form.

Before beginning as well as signing the contract, the administrator will give them a document for data confidentiality and property that has also to be signed.

7. Induction of the Staff

The induction of the new staff is the last stage of the recruitment and selection process.

- New employees will be attended by the Human Resources Department or in consequence by the Administrator, who will provide and explain the Welcome/Induction Pack, the documentation about terms and employment conditions, and access cards.
- New employees will have an Induction-Welcome Interview with the Human Resources Department; until we do not have it the Administration will do the interview, during their induction period.
- New employees will be trained on Health & Safety rules.
- New employees will be provided with an induction checklist, which will be used as a way of ensuring that information is duly given.
- Depending on the position, new employees will attend a specific induction course.
- The direct manager is the person responsible for ensuring that the new employee is introduced properly to their department, laboratory or facility and for providing him/her with the necessary training for the position.

9. CONFLICT OF INTEREST IN RECRUITMENT

A conflict of interest in recruitment can arise when a recruiter or a panel member has or has had a working or personal relationship with a candidate which could affect the decision he/she makes.

In cases where conflict of interest can arise, the recruiters or panel members involved must inform the Administration of the Center in order to inform the Director and the Selection Committee.