

AGROTECNIO'S OTM-R POLICY

1. Introduction

A keystone of Agrotecnio's recruitment programs is to make sure that the best candidate is recruited for a research position. Therefore, since its creation in 2013, under the name Centre UdL-IRTA, Agrotecnio is committed to establish and maintain a recruitment process that is:

- Open
- Transparent
- Merit based

In this policy, Agrotecnio is establishing its recruitment procedures according to the principles and guidelines set by the EC on what an OTM-R system looks like.

2. Develop and put in place an OTM-R policy

It is strongly recommended to develop and implement an OTM-R policy that encourages, in particular, external applicants by:

1. Providing clear and transparent information on the whole selection process, including selection criteria and an indicative timetable;
2. 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.;
3. 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
4. Considering the inclusion of explicit pro-active elements for underrepresented groups;
5. Keeping the administrative burden for the candidate to a minimum;
6. Reviewing, where appropriate, the institutional policy on languages.

3. Agrotecnio's OTM-R policy open to everyone

The OTM-R policy is published in an easily accessible place on the institution's website and included in our Welcome Manual, addressing the minimum set of requirements while respecting institutional autonomy and diversity. For those institutions implementing the Human Resources Strategy for Researchers (HRS4R), this is a requirement.

4. Quality control system

A quality control mechanism is established. 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 assessment.

5. Adapting 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:

- PhD Fellow: R1 (PhD students or equivalent)
- Post Docs Fellows: R2 (PhD holders or equivalents who are not yet fully independent)
- Senior Researcher: R3 (researchers who have developed a level of independence)
- Principal Investigator: R4 (researchers leading their research area or group)

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.

6. Training and raising awareness within the institution

Even though Agrotecnio does not have a Human Resource Department the Center 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. 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.

7. 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.