

## **Research staff recruitment and selection policy based on the OTM-R strategy of the European Union**

OTM-R: Open, Transparent and Merit-based Recruitment of Researchers.

(<https://euraxess.ec.europa.eu/europe/news/new-open-transparent-and-merit-based-recruitment-researchers-otm-r>)

The UMH applies the European Union's OTM-R strategy and thus guarantees that the best candidate is recruited for a specific work position by way of an open, transparent and merit-based selection process. This promotes the international mobility of researchers and the flow and exchange of knowledge, making research careers more appealing and therefore increasing research quality.

### ✓ Publishing

Job offers will be published on the UMH's website ([www.umh.es](http://www.umh.es)), and offers for research staff will also be uploaded to the Euraxess Jobs site (<https://euraxess.ec.europa.eu/jobs>) at least fifteen days before the final application admission date.

The published offer will include the name of the position on offer, the main duties to be carried out, the requirements demanded and the application evaluation criteria.

### ✓ Transparency

Each call will define its access requirements, the structure of the evaluating board, the weight of each of the requirements, the list of candidates accepted or rejected, the reason for being rejected, an appraisal of candidates accepted in the process and the person or people ultimately selected.

✓ Equality

The call shall guarantee that nobody is excluded, except for not meeting the requirements established in the call. A clause of non-discrimination shall be included therein.

✓ Merit

The selection will be based on curricular appraisal according to a previously established scale, the conducting of interviews and/or carrying out of technical and/or aptitude tests, or any other system that ensures objectivity throughout the process.

✓ Impartiality, Independence, Professionalism

The Selection Committee shall be comprised of professionals from the Department of Human Resources, science professionals or technicians from the various departments, ensuring there is no conflict of interests among the candidates accepted in the selection process.

✓ Selection procedure

It will be done through tendering and will have two phases, one which will appraise merits, and a second with an aptitude assessment and a personal interview.

All candidates who have applied for the offer will receive an email confirming reception of the application form.

Candidates will be able to submit photocopies of the documents during the selection phase, whereas original

copies will be required if they are selected and before the contract is formalised.

Once the eligibility of the candidates has been assessed, a provisional list of candidates included in the selection process will be published on the UMH website, as well as another with those excluded, along with the reasons why. Excluded applicants will have a five-day period to submit allegations.

Once the correction period is over, the definite list of candidates admitted and excluded in each phase will be published on the website of the UMH.

The admitted candidates shall be appraised in accordance with the merit-based scale of the job offer.

The decision on the chosen candidate shall be published on the UMH website.

Research staff recruitment regulation

<http://serviciopas.umh.es/files/2015/12/Nt.-acu.-mod.-Reglamento-Contrataci%C3%B3n-PI-y-Colab.-Tareas-Invest.pdf>

✓ General UMH regulation

<http://serviciopdi.umh.es/legislacion/>

UMH equality plan among men and women

<http://serviciopdi.umh.es/files/2014/03/Acuerdo-de-aprobaci%C3%B3n-del-Plan-de-Igualdad-entre-Mujeres-y->

Hombres-2017-2020-de-la-Universidad-Miguel-Hern%C3%A1ndez.pdf

Elche, 30 January 2019