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# **STAFF RECRUITMENT AND SELECTION PROCEDURES MANUAL**

## **CANCER RESEARCH FOUNDATION (FICUS) UNIVERSITY OF SALAMANCA**

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**(Approved by the Permanent Commission of the FICUS  
Committee of Trustees on December 18, 2018)**

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## **1. INTRODUCTION**

This manual lays down the process for staff recruitment of the Cancer Research Foundation at the University of Salamanca (FICUS) regardless of the type of contract that is used, to comply with the provisions of Law 50/2002 on Foundations, which establishes, for these purposes, that "the selection of staff must be made subject to the principles of equality, merit, capacity and publicity of the call concerned " (art. 46.4), and in line with the legislation for administrative reform and with Article 45 of Law 39/2015 of 1 October, on the Common Administrative Procedure of the Public Administrations and Article 6/2 of Act 19/2013 of 9 December, on Transparency, Access to Public Information and Good Governance.

## **2. PURPOSE AND SCOPE OF THE RECRUITMENT PROCESS**

This document applies to staff employed by FICUS.

Any provision of workers rendering services that meets the requirements established by the Workers' Statute as is expressed in Article 1; "workers who voluntarily provide remunerated services on behalf of another party and within the scope of the organization and management of the employer", regardless of the length of time that the services are rendered, shall have an employment contract.

## **3. STANDARDS FOR RECRUITMENT**

*1.) FICUS recruitment process is based on the following principles:*

- a. Equality
- b. Merit
- c. Capacity
- d. Public Access
- e. Concurrence
- f. Transparency
- g. Confidentiality
- h. Non-discrimination

**2.) To ensure these principles, the following rules shall apply:**

In general, the principle of public access shall be fulfilled by advertising the job offer on the FICUS website and in a provincial newspaper. The purpose of recruitment shall be established in terms of reference for the same.

Conditions that could involve discrimination shall not be imposed.

If applicants are required to submit diplomas, the certificates or any other type of formal qualifications from other countries must be accepted if the principle of reciprocity for mutual recognition of titles, certificates and other diplomas is in force (this principle is automatic with EU Member States).

FICUS may ask the applicant at any time during the process for documentation of his/her merits and requirements. In any case, the candidates who are selected must provide before their recruitment, copies of the diplomas to verify if they fulfil the requirements of the call.

In any case, the data protection of the persons who have applied for the job vacancies is guaranteed, whether they have been selected or not.

FICUS fully complies with the legislation in force regarding personal data protection and maintains, in particular, the commitment of confidentiality on any data provided.

FICUS has adopted the necessary technical measures to maintain the required security level in accordance with the nature of the personal data treated, and to the circumstances of such treatment, in compliance with the LOPD 15/1999 (Organic Law on Protection of Personal Data) and following the provisions of the Regulation (EU) 2016/679 of 27 April 2016 (GDPR).

The present internal recruitment instructions guarantee the fulfilment of the principles mentioned above and oblige the contracting entities of FICUS to act in respect of the same.

**3.) Requirements for applicants.**

**3.1. Nationality.** Participants that may participate in the selection process:

**3.1.1. Spanish Nationals.**

**3.1.2. Nationals of a Member State of the European Union, the Kingdom of Norway or the Republic of Iceland or citizens of States to which, under international treaties concluded by the European Union and ratified by Spain, the free movement of workers applies as defined in the Treaty established by the European Community. The partner, descendants of the partner of Spanish nationals and nationals of the other Member States of the European Union, Norway or Iceland, provided that there is no legal separation, may also participate. The descendants must be under twenty-one years of age or over and living at their expense. The latter benefit shall also**

apply to family members of nationals of other States when so provided for in the international treaties concluded by the European Union and ratified by Spain.

**3.1.3** Those who are not included in the previous sections 3.1.1. and 3.1.2, but legally are in Spain, and are holders of a document that enables them to reside in Spain and have unlimited access to the labour market, or are in conditions to obtain it as a result of the selection in the present recruitment process and subsequent contract proposal. Consequently, those who have permanent residence, temporary residence, those who are authorized to reside and work or those who may obtain the authorization with the work permit exemption, as well as refugees, may participate.

**3.2. Legal capacity:** You must be at least 18 years old and have the capacity to contract, under the provisions of Article 7 of the Workers' Statute.

**3.3. Functional capacity:** Not be affected by any mental or physical limitation which impedes the performance of the tasks assigned to the position.

**3.4. Authorization:** Applicants who do not have Spanish nationality must certify that they are not subject to disciplinary action or criminal conviction.

**3.5. Qualification:** Holding the degree or diploma and professional category required in the position called for.

In the case of a foreign degree, the credentials for its recognition or the recognition for professional purposes must be submitted. If the recognition is in progress, the probationary period for presenting said recognition will be given.

## 4. GENERAL RECRUITMENT PROCESS

### 4.1 *The recruitment process shall consist of the following phases:*

- a. Justification of the need for recruitment
- b. Public access to the selection process
- c. Selection process

#### **a. Justification of recruitment needs**

The Researcher responsible for the project must justify the need for recruitment in writing by submitting the document " *Recruitment Request* " (see Appendix 1: Recruitment Request).

This document must include:

- Job title.
- Characteristics/responsibilities of the position.
- The estimated duration of the contract. Type of contract.
- Minimum skills required for the profile.
- Responsibilities.
- Salary.

This document will be sent to the Human Resources Department and, if necessary, the recruitment process will begin once the adequacy and sufficiency of the credit available for the recruitment are confirmed.

The Accounting Department of FICUS will issue a Certificate of the existence of adequate and sufficient credit of recruitment for the position.

#### **b. Publicity of the selection process**

This process starts with the publication of the terms of reference for the job vacancy on the Foundation's website (<http://www.cicancer.org>).

The deadline for the receipt of applications will be at least 15 calendar days, except in cases where the urgency of the recruitment is accredited (in which case it is possible to set a reasonable shorter deadline).

In order to achieve the maximum publicity in the recruitment processes and the equality of opportunities for recruitment, the job vacancy will be published by other channels: the announcement in a newspaper that guarantees the diffusion of the offer.

### **c. Selection procedure**

The selection process shall consist of four phases:

#### **■ PHASE I: FULFILLMENT OF REQUIREMENTS, ANALYSIS AND CURRICULUM ASSESSMENT.**

In order to be admitted to the admission process you must have the Spanish nationality, the nationality of a member country of the European Union or have a residence and work permit in Spain and be in possession of the minimum qualification required in the call. In the case of degrees obtained abroad, the student must prove that they have been recognized or that they are able to obtain the recognition.

Once the applications that meet the established requirements have been pre-screened, the CVs of all the applicants will be analysed and evaluated, and they will be classified based on the ones that best meet the criteria of the established profile and comply with the requirements.

#### **The score of the curricular evaluation of merits and skills (0-25 points)**

**(a) Curriculum vitae (0-10) points**

**(b) Professional experience (0-15) points**

#### **■ PHASE II: INTERVIEW**

After the analysis and curricular assessment, the scores obtained by the candidates will be added up and at least the three candidates with the highest score obtained in Phase I will be called for an interview, provided that the maximum score obtained in Phase I reaches half of the available points (12.5). The interview may be held in person or by video conference.

#### **The personal interview will be assessed from 0 to 25 points.**

The Selection Committee, which will evaluate the candidates in an interview, will be composed of 3 persons:

- The Head of the Department/Area/Team, or another person delegated by him/her.
- The Head of Human Resources, or another person delegated by him/her.
- A third person who will have to be determined. Personnel from outside FICUS may participate when advisable for technical reasons.

Each member of the Selection Committee will independently evaluate and rate each of the interviews through the template created for this purpose "Candidate Assessment and Score of the Interviews" (Appendix 2).

The total score for this phase is the average of the scores of each member of the Selection Committee.

### ■ PHASE III: RECRUITMENT PROPOSAL. SELECTION COMMITTEE REPORT

Once the phases of analysis and curricular evaluation and the interview is completed, the Human Resources Department proceed to prepare the recruitment proposal in which the different phases of the process will be explained, and a proposal on the person/s selected is made. "Recruitment proposal" (Appendix 3).

The call will be completed in one month once the period for receiving applications has finished.

This proposal must include:

- a. The number of received applications.
- b. Criteria used from one phase to the next of the process.
- c. Quantitative and qualitative assessments of the interviews
- d. Proposed candidate(s)

The proposal will be published on the centre's website and must contain at least the first three candidates in order of their scores that are considered suitable in the case of one vacancy. If the recruitment proposal is for several vacancies, it must include at least two more candidates than the number of vacancies. If the proposal has fewer candidates than those indicated above, it should be substantiated.

*The Recruitment Proposal shall replace the former reports of the Selection Committee and the Recruitment File.*

### PHASE IV: COMPLAINTS AND CLAIMS

Claims, allegations or disputes deriving from the Recruitment Proposal must be presented within three calendar days, once the resolution has been published on the center's website. Complaints should be sent to the following e-mail address: [rrhh\\_cic@usal.es](mailto:rrhh_cic@usal.es), indicating the job reference, and the name and surname of the candidate. The complaints Selection Committee shall resolve complaints.

#### 4.2. Documentation of the recruitment process

The recruitment file shall consist of:

- *Terms of reference for the call. Recruitment request. (Advertisement)*
- *Recruitment proposal. Reports of the Selection Committee. Certificate of adequate credit existence.*



## 5. CONTRACTS EXCLUDED FROM THE GENERAL PROCEDURE

Outside of the general procedure and with the specifications described below, the following can be employed

- a. Contract of employment for up to 6 months, provided that it is **adequately** justified and motivated.

In these cases, it will not be necessary to carry out the selection process, as described in point 4 of this manual. Candidates may be hired through other selection processes, databases or any other way.

The recruitment must be signed in a document by the researcher responsible for the project. It must include a reference to the recruitment needs, the proposal of the person to be employed and the approval of the contracting entity.

This document shall be considered the employment file for these cases.

- b. Human resources contracts of calls for proposals from public entities (ISCIII, USAL, JCyL, etc.).
- c. Recruitment of personnel resulting from Business Collaboration Agreements to bring in researchers with grants announced by public tender (AECC, etc.).

In cases **b** and **c**, the selection process of the candidates corresponds to the entity that makes the call. After the official resolution of the call, FICUS will be in charge of the formalization of the contract of the person selected by the organizations or companies mentioned above.

The recruitment file in both cases (b and c), will be composed by the definitive resolution of the public call by the entity that calls for the position, or by the signature of the Business Collaboration Agreement if this is the case.

- d. Recruitment from extraordinary calls, financed by public or private entities, which require specific rules for evaluation and assessment, and that are not listed in the General Procedure. For example, extraordinary calls, which additionally require evaluation of the receiving group, assessment of publications, etc.

In case (**d**), the recruitment file of the candidates is made up of the specific instructions and an evaluation of the merits published in the call. The official resolution shall be published on the website.

The recruitment file for case (**d**), will be composed by the evaluated merits that were required in the call, by the final resolution of the public call of the entity that calls for the position, or by signing of the Business Collaboration Agreement if appropriate.

FICUS shall draw up the contract of the selected person according to the requirements and specific merits of the call.

## **6. FICUS CONTRACTING ENTITY**

The contracting entity of FICUS will be the President of the Committee of Trustees and the Manager of FICUS, choosing any of them according to the criteria of management agility.

## **7. THE FORMALIZATION OF THE CONTRACT**

The Contracting Entity of the FICUS shall draw up the corresponding contract and is subject to the reports and authorizations as foreseen in the Spanish regulations in force.

In particular, as is the case of foreign nationals, and those related to obtaining a residence and work permit to have unlimited access to the labour market, as established in the Organic Law 4/2000 and the Regulation approved by Royal Decree 2393/2004, who may obtain the authorization with the work permit exemption, as a result of the recruitment proposal for one of the positions advertised, as is expressly included in Article 68 a of the aforementioned Regulation.

In any case, the selected candidate shall submit to the Department of Human Resources, within ten calendar days of the Resolution of the Contest.

- (a) Original and photocopy of the identification document, in each case.
- (b) The applicant who does not have Spanish nationality must submit, in addition to the declaration concerning the Spanish State, a sworn statement or promise not to be subject to disciplinary action or charged with or convicted of a criminal offence.
- (c) Original and photocopy of the academic title. In the case of a foreign degree, the applicant must present the credential of its recognition for professional purposes; in the case that the recognition is in progress, the probationary period for submitting said recognition will be given.
- (d) Certified or authenticated copy of the application for the work permit exemption presented in person at the Spanish diplomatic mission or consular office in your area of residence, if you are not resident in Spain. If you are already resident in Spain, the documents must be presented at the Foreigners' Office, or in its absence, at the Area or Unit of Work and Social Affairs corresponding to the province of Madrid, under the terms and in the forms established by Organic Law 4/2000 and the Regulation approved by Royal Decree 2393/2004.

Any person who does not present (except in cases of force majeure) the required documentation or at least present a copy of the same and which will be verified to see if it is correct and complete, within the indicated period, cannot be hired, and all proceedings will be cancelled, without prejudice to the responsibility that may have been incurred due to the falsity of the application.

The recruited staff referred to in this manual may not take up their posts prior to the signing of the contract. The individual responsible shall be held accountable for the responsibilities derived from the failure to comply with this provision. The same applies in cases of excessive duration or permanence, and therefore not complying with the terms agreed in the contract or in cases of assignment of functions or tasks other than those provided for in the contract.



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The personnel, according to article 10 of Law 53/84 of 20 December, on incompatibilities of personnel in the service of Public Administrations and article 13.1 of Royal Decree 598/85, of 30 April, will declare that they do not hold any position or activity in the public sector, nor do they carry out private activities that are incompatible or require recognition of incompatibility. Nor may they receive a retirement pension, retirement or orphan's pension from passive rights or from any public and compulsory social security system.



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**Appendix 1 – RECRUITMENT REQUEST**

**JOB TITLE. REF:**

.....

**Qualification:**

.....

**Skills:**

.....  
 .....  
 .....  
 .....  
 .....

**Job Function:**

.....  
 .....  
 .....

**Contract Type:** .....

**Salary:** .....

Register of job vacancies **REF:** ..... in [www.cicancer.org](http://www.cicancer.org), in the section job openings

*Application deadline:*

**This document can be handed in at the Human Resources Department or sent by e-mail to: [rrhh\\_cic@usal.es](mailto:rrhh_cic@usal.es).**



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**Appendix 2.**

**CANDIDATE ASSESSMENT AND SCORE OF THE INTERVIEWS**

**REF:** .....

**Assessor of the Selection Committee:**

..... **Date:** .....

**NAME OF THE CANDIDATE**

.....

**POINTS OBTAINED (0-25 points):** .....

**COMMENTS ON THE ASSESSMENT**

.....  
 .....  
 .....  
 .....  
 .....  
 .....

**Instructions:**

**It is necessary to establish a numerical evaluation of the interview according to the terms of the call and add the justification for each candidate.**

### Appendix 3.

## RECRUITMENT PROPOSAL. REPORT OF THE FICUS SELECTION COMMITTEE

The purpose of this document is to make the Proposal for the Recruitment of a

.....

REF:.....

*1- Following the instructions of the FICUS Recruitment Manual, the evaluation of the applications received will be assessed as follows:*

### ■ PHASE I: FULFILLMENT OF REQUIREMENTS, ANALYSIS AND CURRICULUM EVALUATION.

In order to be admitted to the admission process you must have the Spanish nationality, the nationality of a member country of the European Union or have a residence and work permit in Spain and be in possession of the minimum qualification required in the call. In the case of degrees obtained abroad, the student must prove that they have been recognized or that they can obtain the recognition.

Once the pre-selection of those applications that meet the established requirements has been made, the curricula of all the applications will be analyzed and evaluated, and they will be classified based on the best adaptation to the established profile and compliance with the requirements.

The score of the curricular evaluation of merits and abilities (0-25 points)

**a) Curriculum Vitae (0-10) points**

**(b) Professional experience (0-15) points**

### ■ PHASE II: INTERVIEW

After the analysis and curriculum assessment phase, the scores obtained by the candidates will be added up, and the three candidates with the highest score in this Phase will be called for an interview, provided that the maximum score obtained in the previous phase reaches half of the possible points.

**The personal interview will be assessed from 0 to 25 points.**

2- After the deadline for submission of applications on ....., the following applications have been received:

3- After the assessment of the CVs and the corresponding interviews, the final score shall be as follows:

		PHASE I			PHASE II	
CANDIDATE	ADMISSION	C.V (0-10 POINTS)	Experience (0-15 points)	TOTAL	Interview (0-25 points)	TOTAL (PHASE I + II) (50 POINTS MAX.)

YES: ADMITTED

NO: NOT ADMITTED (does not have the necessary requirements of the call)

4- As a result of the selection process carried out, the selection committee proposes for recruitment Mr/Ms..... as ..... , salary ..... and full-time employment under the project..... being as such the candidate with the highest score.

And for the record and to all appropriate effects that accredit the completion of the corresponding process, the following document is signed by:

Signed..... Signed..... Signed.....

This document is signed as proof of the Contracting Authority's decision to accept the proposal made by the Selection Committee.

Signed. ....

FICUS Manager