MCP-RRHH-01

STAFF RECRUITMENT MANUAL

	APPROVED
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1.- INTRODUCTION

The purpose of the present regulation is to govern the procedures applicable to the recruitment of staff of the Cancer Research Foundation of the University of Salamanca (FICUS), regardless of the contractual modality adopted, to fully comply with the provisions of Law 50/2002 on Foundations, which establishes, for these purposes, that "the selection of staff must be carried out subject to the principles of equality, merit, capacity and advertisement of the corresponding call for applications" (Art. 46.4), and due to the measures adopted for administrative reform and Article 45 of Law 39/2015 of 1 October on the Common Administrative Procedure of Public Administrations and Article 6/2 of Law 19/2013 of 9 December on Transparency, Access to Public Information, and Good Governance.

FICUS is committed to the principles of open, transparent, and merit-based recruitment (OTM-R) recommended by the European Commission, contained in the "European Charter for Researchers" and the "Code of Conduct for the Recruitment of Researchers" and following its internal policies, which develops its human resources strategy, adhering to the recommendations and principles contained in the European Charter and Code of Conduct, and ensuring transparency, accessibility, equity and the pursuit of excellence in the recruitment of researchers.

FICUS was accredited with the HR Excellence in Research Award - HSR4R in September 2019.

HRS4R is a tool launched by the European Commission to support research institutions in implementing the European Charter and Code of Conduct in their human resources policies and practices to make them more attractive to researchers seeking employment.

The European Charter for Researchers is a set of general principles and requirements specifying the roles, responsibilities, and rights of researchers as well as institutions.

The Code of Conduct for the Recruitment of Researchers consists of a set of general principles and requirements to be followed by institutions when appointing or recruiting researchers. Adherence to the Code of Conduct implies a commitment to act responsibly and respectably and to provide fair framework conditions for researchers.

The HSR4R seal recognises institutions that make progress in aligning HR policies with the 40 principles of the European Charter and the Code of Conduct, based on a customised HR strategy and action plan.

2.- PURPOSE AND SCOPE OF RECRUITMENT PROCEDURES

This document shall apply to staff employed by FICUS.

Any relationship for the provision of services that meets the requirements established by the Workers' Statute in Article 1, "workers who voluntarily provide their paid services as employees and within the scope of the employer's organisation and management", regardless of the length of time for which the services are provided, shall be considered to be of an employment nature.

3.- PRINCIPLES THAT GOVERN RECRUITMENT

1.) FICUS recruitment procedures are based on respect for the following principles:

a. Equality

b. Merit

c. Capacity

d. Advertisement

e. Concurrence

f. Transparency

g. Confidentiality

h. Non-discrimination

FICUS, as a public research organisation, is aware of its responsibility to promote equal opportunities between men and women, and for this reason, approved its Equality Plan on 2 June 2022.

In line with the equality policies implemented by the public authorities, FICUS is committed to the real and effective integration of the principle of equal treatment and opportunities between women and men and to working towards the eradication and prevention of any type of discrimination that may occur directly or indirectly on the grounds of sex in its organisation, through the development and implementation of the necessary internal measures and policies.

Equal opportunity is a basic strategic principle to be considered at all times and transversally by the Foundation.

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

On a general basis, the principle of Advertisement shall be deemed to be fulfilled by publishing the offer digitally on the FICUS website and EURAXESS. The objective of the recruitment shall be established in the terms of reference of the contract.

Job vacancies shall not impose conditions that discriminate based on gender, sexual orientation, race, origin, nationality, political orientation, etc.

The equal opportunity policy will be integrated into every one of the areas in which FICUS carries out its activities, in decision-making, in the processes of execution and design of internal policies, in the management of human resources and budget preparation. Likewise, this policy should be considered in all the processes that structure scientific-technical research and by establishing measures that promote the presence of women in research teams and ensure equal recognition of the work they perform.

If candidates are required to present diplomas, certificates, or other supporting documentation from other countries, this must be accepted if there is reciprocity in the principle of mutual recognition of diplomas, certificates, and other qualifications (this principle is automatic with the EU Member States).

FICUS may ask the applicant at any time during the process for documentation accrediting their merits and requirements. In any case, successful candidates must provide, before being recruited, copies of the diplomas certifying that they meet the requirements of the call for applications.

The data protection of persons who have applied for jobs is guaranteed in all cases, irrespective of whether or not they have been selected.

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

FICUS has adopted the necessary technical measures to maintain the required level of security, depending on the nature of the personal data processed and the circumstances of the processing.

Under the provisions of Regulation (EU) 2016/679 of 27 April 2016 (GDPR) and Organic Law 3/2018 of 5 December on the Protection of Personal Data and Guarantee of Digital Rights (LOPDGDD), the personal data collected from the interested party shall be processed under the responsibility of the CANCER RESEARCH FOUNDATION OF THE UNIVERSITY OF SALAMANCA for the evaluation of applications and will be kept for as long as there is a mutual interest in doing so. Data will not be disclosed to third parties, except under legal obligation. Applicants may exercise their rights to access, rectify, transfer, and delete data and to limit and oppose its processing by contacting Campus Miguel de Unamuno, s/n - 37007 Salamanca (Salamanca). Email: cicancer@usal.es. Any data processing that does not comply with the

regulations in force may be contested before the supervisory authority at www.aepd.es. DPO contact details: datos@sesoluciones.es.

By applying, the person concerned consents to the processing of their data to participate in the selection process and for sending/receiving communications related to the same.

The purpose of data processing is to manage the application, to carry out the selective process, and any other purpose deriving from said process. These internal contracting instructions guarantee compliance with the aforementioned principles and require FICUS contracting bodies to act in accordance with them.

3.) Applicant Requirements.

3.1. Nationality: Hold Spanish nationality, the nationality of a member country of the European Union or be a foreigner with a residence and work permit for Spain. The signing of the contract is subject to the successful candidate's compliance with the requirements of current employment legislation. In case of non-compliance with the requirements, the next candidate will be contacted in ranking order.

3.2. Legal capacity: Be at least 18 years of age and able to enter into a contract for the provision of their work, following the provisions of Article 7 of the Workers' Statute.

3.3. Functional capacity: Not be affected by any mental or physical limitation that prevents the performance of the corresponding duties.

3.4. Authorisation: Applicants whose nationality is not Spanish must also prove they are not subject to any disciplinary sanction or criminal conviction.

3.5. Qualification: Be in possession of the degree or diploma required for the post and professional category.

Candidates with qualifications obtained abroad must prove they have the corresponding accreditation or equivalency certificate. If the process of accreditation or equivalency is ongoing, the corresponding certificate can be submitted during the time applications are being assessed.

4.- GENERAL RECRUITMENT PROCEDURE

The procedure for recruitment shall consist of the following stages:

4.1 JUSTIFICATION FOR THE NEED TO RECRUIT

4.2 ADVERTISEMENT OF THE SELECTION PROCESS AND SUBMISSION OF APPLICATIONS

4.3 SELECTION PROCEDURE

4.1 JUSTIFICATION FOR THE NEED TO RECRUIT

The researcher responsible for the project must send in writing the need for recruitment, through the corresponding document **"Application for Recruitment"** (see **Annex 1**) and, if applicable, will initiate the recruitment process, once the availability of sufficient funds for the recruitment in question has been confirmed.

FICUS's accounting department will issue a certificate confirming the availability of sufficient funds for the recruitment of the required post.

4.2 ADVERTISEMENT OF THE SELECTION PROCESS AND SUBMISSION OF APPLICATIONS

This process will start with the publication of the terms of reference of the job offer on the Foundation's website **(https://www.cicancer.org).** (see **Annex 1.1**) and EURAXESS

The deadline for submission of applications shall be at least **15 calendar days**, except in cases where the recruitment is shown to be urgent (in which case a reasonably shorter deadline shall be possible). Candidates must access the centre's website: https://www.cicancer.org, Job Offers FICUS, and attach all the documentation required in the call for applications, so that their application can be properly evaluated. Once the process has been completed, the applicant will receive an automated e-mail confirming that their application has been successfully registered in the job offer.

The required documentation shall be:

- Cover letter
- The candidate's curriculum vitae (CV) (include a mobile phone number and contact email address).
- Photocopy of their national identity card or legally accredited document.
- Academic qualifications and further training
- Transcript of records (if requested in the call for applications)
- Other documents explicitly requested in the call for applications (letters of recommendation, publications, etc.).

Any merit that has not been accredited with the corresponding documentation within the established deadline cannot be evaluated.

Falsification of documents or merits will lead to automatic elimination from the process.

FICUS has adopted the necessary technical measures to maintain the required level of security, depending on the nature of the personal data processed and the circumstances of the processing.

Following the provisions of Regulation (EU) 2016/679 of 27 April 2016 (GDPR) and Organic Law 3/2018 of 5 December on the Protection of Personal Data and Guarantee of Digital Rights (LOPDGDD), the personal data collected from the interested party shall be processed under the responsibility of the CANCER RESEARCH FOUNDATION OF THE UNIVERSITY OF SALAMANCA for the evaluation of applications and will be kept for as long as there is a mutual interest in doing so. Data will not be disclosed to third parties, except under legal obligation. Applicants may exercise their rights to access, rectify, transfer, and delete data and to limit and oppose its processing by contacting Campus Miguel de Unamuno, s/n - 37007 Salamanca (Salamanca). Email: cicancer@usal.es. Any data processing that does not comply with the regulations in force may be contested before the supervisory authority at www.aepd.es. DPO contact details: datos@sesoluciones.es

By applying, the person concerned consents to the processing of their data to participate in the selection process and for sending/receiving communications related to the same.

The purpose of data processing is to manage the application, to carry out the selective process, and any other purpose deriving from said process.

4.3 SELECTION PROCEDURE

The **FICUS website**, in its Job Offers section, is the main means of information and communication during the application and selection process. It is the candidate's responsibility to check the lists published on the Foundation's website to ensure that they appear on them.

The selection process shall consist of four stages:

■ STAGE I: REQUIREMENT FULFILLMENT AND ANALYSIS STAGE AND EVALUATION OF THE CURRICULUM VITAE AND EXPERIENCE

To be admitted to the admission process you must hold 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 qualifications obtained abroad, proof of accreditation or equivalency must be provided or the applicant must be in a position to obtain such certification.

Once the candidates who meet the requirements established in the call for applications have been pre-selected, their CVs will be analysed, evaluated, and classified based on suitability to the profile established, according to their training, experience, and appropriateness for the post offered.

Scoring of the evaluation of merits and abilities based on the curriculum vitae (0-25 points)

a) CURRICULUM VITAE- CANDIDATE PROFILE EDUCATIONAL MERITS (0-10 POINTS)

Any training the candidate may have in subjects related to the activities performed in the position offered and languages will be considered as an asset.

** Candidates with disabilities or belonging to disadvantaged groups may voluntarily indicate this in the corresponding box provided on the application form of the job offer.

Once the selection process has been completed, in the event of a tie between candidates, the FICUS will decide in favour of the application presented by candidates belonging to a disadvantaged group, applying this as a tiebreaker.

b) PROFESSIONAL EXPERIENCE - PROFESSIONAL MERIT RELATED TO THE DUTIES OR ACTIVITY TO BE PERFORMED (0-15 POINTS)

Professional experience in similar positions and, therefore, the candidate's suitability to perform the duties specified in the offer will be evaluated.

Any experience in a mobility programme, such as stays in other countries or regions or other research contexts (public or private), work experience related to research (management, transfer of results, etc.), or experience in virtual mobility, will be considered as a valuable contribution to the professional development of a researcher and will be taken into account in the evaluation of the application.

■ STAGE II: INTERVIEW

After the stage of analysing, and assessing the curriculum vitae and experience, the scores obtained by each candidate will be totalled, and the three candidates with the highest score obtained in Stage I will be called for at least one interview, as long as the maximum score obtained in Stage I reaches half of the possible points (12.5). Selected candidates will be contacted by telephone and by mail to arrange an interview date and time. The interview may be held in person or remotely.

The personal interview will be evaluated from 0 to 25 points.

The selection committee will evaluate the candidates through an interview. Shall consist of **three members**: the requesting principal investigator and two experts in the field of the work

to be carried out, with a degree equal to or higher than that required for the contract being offered.

This committee shall respect the principle of **gender equality**, being preferably represented by at least one-third of each gender whenever possible.

Each member of the Selection Committee will independently evaluate and score each of the interviews using the template created for this purpose "Evaluation and Scoring of Interviews" ***(Appendix 2).***

The total score for this phase will be the average of the scores established by each of the members of the selection committee.

■STAGE III: RECRUITMENT PROPOSAL. SELECTION COMMITTEE REPORT

Once the analysis and evaluation of curricula vitae and interview stages are complete, a recruitment proposal will be drawn up, explaining the development of the different stages of the process and ending with a proposal for the person/s selected. "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 for the process from one phase to the next.

c. Quantitative and qualitative evaluation of the interviews

d. Proposed candidate(s)

After the interview, the selection committee will draw up the report and sign it.

The report together with the scale will be submitted to the Managing Board of the Foundation, who will issue the resolution awarding the post, to be published on the Foundation's website.

The person selected will be contacted to inform them of the result of the selection process within a maximum period of 5 working days from the publication of the resolution, indicating the process to be followed for their incorporation into the centre and the formalisation of the contract. Candidates who are not selected for the position will receive an automated email informing them that the selection process has been completed.

The person selected for the post shall have three working days from the next working day following the date of publication of the decision to accept or refuse the post.

The call for applications may be declared void if the evaluating committee considers that none of the candidates meets the requirements of the post, and will publish this situation on the website.

In the event of a tie, the candidate who has obtained the highest score in the sections relating to experience will be selected.

In the event of a tie between candidates, the FICUS will decide in favour of the candidate with a disability, using this as the tiebreaker.

If, once the employment contract has been formalised, the candidate leaves voluntarily, does not pass the probationary period, is temporarily incapacitated, on leave of absence, or in any similar situation, they may be replaced by the next candidate in the resolution, in order of priority according to the final score obtained in the evaluation resulting from the call for applications, if they can prove that they meet the requirements of the call for applications and complies with the applicable regulations. The contract shall be formalised in writing.

■STAGE IV: COMPLAINTS AND ALLEGATIONS

Complaints, allegations, or disputes deriving from the Recruitment Proposal must be presented within **3 calendar days**, once the resolution has been published on the centre's website. Complaints shall be sent by e-mail: rrhh_cic@usal.es, referring to the vacancy, name, and surname(s) of the candidate. The complaints Selection Committee shall resolve complaints.

5.- CONTRACTS EXCLUDED FROM THE GENERAL PROCEDURE

Outside of the general procedure and with the specifications described below, the following shall be recruited for employment:

a. Employment contracts of **up to 6 months**, provided they are **properly** justified and reasoned.

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. which must contain a reference to the recruitment needs, the proposal of the person to be employed, and the approval of the contracting body.

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

b. Human Resources Recruitment, from calls for proposals from public bodies and entities (ISCIII, USAL, JCyL, etc.).

c. Recruitment of personnel derived from the subscription of Business Collaboration Agreements for the incorporation of researchers carried out through their grants announced by public tender (AECC, etc.).
In cases **b** and **c**, the selection process for candidates is the responsibility of the body advertising the post. After the official resolution of the call for applications, FICUS will

be responsible for the formalisation of the contract of the person selected, by the organisations or companies mentioned above.

The recruitment file in both cases (b and c), will consist of the definitive resolution of the public call for applications by the body awarding the position, or the signing of the Business Collaboration Agreement, as the case may be.

d. Contracts associated with extraordinary calls for proposals, financed by public or private bodies, which require specific assessment and evaluation rules, not contemplated in the General Procedure, e.g. extraordinary calls for proposals, which additionally require evaluation of the recipient group, assessment of publications, etc.

In case (**d**), the selection process of the candidates corresponds to the specific instructions and evaluation of merits published in the call for applications, being the official resolution published on the website.

The recruitment file for case (**d**) will consist of the evaluation of the merits required in the call for applications, the definitive resolution of the public call for applications, or the signing of the Business Collaboration Agreement, if applicable.

FICUS will be responsible for formalising the contract of the selected person following the requirements and specific merits of the call for applications.

6.- FICUS RECRUITMENT BODIES

The contracting body of FICUS shall be the President of the Committee of Trustees and the General Manager of FICUS, either one will be chosen based on administrative expediency.

7.- CONTRACT FORMALIZATION

The formalisation of the corresponding employment contract shall be carried out by the FICUS recruitment body and shall be conditional upon obtaining the reports and authorisations provided for in current Spanish legislation.

In particular, and as established in the case of foreigners, those related to obtaining a document that enables them to reside and have unrestricted access to the labour market, established in Organic Law 4/2000 and the Regulations approved by Royal Decree 2393/2004, or the exception to the work permit as a result of the recruitment proposal resulting from the selection process for one of the posts advertised, expressly set out in Article 68.a of the aforementioned regulations.

In any case, the selected candidate shall submit to the Human Resources Department, within ten calendar days of the resolution of the call for applications:

a) Original and photocopy of the identification document, in each case.

b) Applicants who are not Spanish nationals must submit, in addition to the declaration concerning the Spanish State, a sworn declaration or promise that they are not subject to any disciplinary sanction or conviction.

c) Original and photocopy of the diploma. In the case of a foreign qualification, the credential of its accreditation or recognition for professional purposes must be presented; in the event that the accreditation is in progress, the probationary period for the presentation of such accreditation or recognition shall be given as a margin.

d) Certified or authenticated copy of the presentation of the application for an exception to the work permit, presented in person at the Spanish diplomatic mission or consular office of your area of residence, if you are not resident in Spain, or at the Foreigners' Office or, failing that, at the Labour and Social Affairs Area or Unit corresponding to the province of Madrid, if you are already resident in Spain, under the terms and in the forms established by Organic Law 4/2000 and the Regulations approved by Royal Decree 2393/2004.

Whoever, within the period indicated, and except in cases of force majeure, does not present the required documentation or, at least, submit a copy of the same, whose confirmation verifies its correct and complete presentation, may not be hired, and all their actions shall be annulled, without prejudice to the liability they may have incurred due to the falsity of their application.

The contracted personnel referred to in this instruction may not take up their post before signing the contract, and the responsibilities deriving from non-compliance with this provision shall be imputed to the person responsible on an individual basis The same shall apply in the event of exceeding the duration or permanence, failing to comply with the terms agreed in the contract or in cases of entrusting functions or tasks other than those foreseen in the contract.

The personnel, for the purposes provided for in Article 10 of Law 53/84 of 20 December, on incompatibilities of personnel in the service of the Public Administrations and Article 13.1 of Royal Decree 598/85 of 30 April, shall declare that they are not performing any post or activity in the public sector, nor do they perform incompatible private activities or those requiring recognition of incompatibility. Nor does he/she receive a retirement, pension, or orphan's pension from passive rights or any public and compulsory social security scheme.

FICUS, based on Article 243.1 of the specific rules for occupational diseases, of the General Law on Social Security, states that "all companies that have to fill jobs with risk of occupational diseases are obliged to carry out a medical examination before the admission of workers who are to occupy those jobs and to carry out the periodic examinations that for each type of disease are established in the rules approved for this purpose by the Ministry of Employment and Social Security. "Following the agreement reached with the workers at the meeting held on 16 March 2023, the company will carry out compulsory pre-employment medical examinations for all workers who will have a contractual relationship with FICUS.

Likewise, based on Article 243.3 of the General Law on Social Security and Article 25 of the Law on the Prevention of Occupational Risks, FICUS will not be able to hire those workers whose previous examination has shown them to be NOT APT to carry out the functions of the job for which they are going to be hired.

8.- REGISTER OF CHANGES

Rev.	Date	Modified section / Summary of changes
00	10/05/2024	First edition of the document.
01	21/04/2026	Cambio Style change. New logo and font.

9.- APPENDICES

Appendix 1.- RECRUITMENT APPLICATION FORM

Position offered	
Qualification	
Candidate Profile	
Duties to be performed	
Workplace	
Start date	
Type of contract	
Timetable	
Salary	
Funding (project)	
Researcher in charge	

Appendix 1.1 - PUBLIC CALL FOR JOB VACANCY

RESOLUTION OF THE MANAGING BOARD OF THE CANCER RESEARCH FOUNDATION OF THE UNIVERSITY OF SALAMANCA FOR STAFF RECRUITMENT

- **Position offered**: XXXXXXXXXXXXXX
- **Call reference**: XXXXXXXXXXXXXXX
- **Workplace**: XXXXXXXXXXXXXXX
- **Application deadline:** 15 calendar days from the publication of the call for applications on the website of the Foundation

Salamanca, on **XXXXXXXXXXXXXXXXXXXXXXXX**

The Cancer Research Foundation of the University of Salamanca is a non-profit institution, with its legal personality, private and within the autonomous community of Castile and Leon, subject to general legislation and governed by its statutes and applicable legal provisions, with full capacity to act under the tutelage of its Board of Trustees and whose purpose is to promote and carry out cancer research within Cancer Research Center. Based on the rationale of necessity set out in the following paragraph

RESOLVES

To convene a selection process for the recruitment of **XXXXXXXXXXXXX**, to join the Cancer Research Foundation of the University of Salamanca, located in the Cancer Research Centre of Salamanca, on a competitive basis, with funds available under the project: **XXXXXXXXXXXXXX**, whose responsible person is **XXXXXXXXXX** through the recruitment system provided for in the **FICUS Staff Recruitment Manual**

The selection system shall respect the principles of advertisement, merit, capacity, and free competition of candidates, as well as the principles of speed and efficiency, and shall guarantee, at all times, the transparency of the selection process.

1. EMPLOYMENT CONTRACT CONDITIONS:

- **Type of contract:** XXXXXXXXXXXXXXXXXXXXXXXXXXXX
- **Line of research:** XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- **Foreseen start date:** XXXXXXXXXXXXXXXXXXXXXXXXXX
- **Professional category:** XXXXXXXXXXXXXXXXXXXXXXXX
- **Timetable:** XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- **Workplace**: XXXXXXXXXXXXXXX
- **Salary**: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- **Funding**: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

The signing of the contract will be subject to the successful candidate's compliance with the requirements of current employment legislation. In case of non-compliance with the requirements, the next candidate will be contacted in ranking order.

2. DUTIES:

The person hired will join the ***XX laboratory***. The main duties and tasks to be carried out within the research project/s will be, among others:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

3. REQUIREMENTS FOR PARTICIPATION IN THE CALL

General Requirements:

3.1. Nationality: Hold Spanish nationality, the nationality of a member country of the European Union or be a foreigner with a residence and work permit for Spain. The signing of the contract is subject to the successful candidate's compliance with the requirements of current employment legislation. In case of non-compliance with the requirements, the next candidate will be contacted in ranking order.

3.2. Legal capacity: Be at least 18 years of age and able to enter into a contract for the provision of their work, following the provisions of Article 7 of the Workers' Statute.

3.3. Functional capacity: Not be affected by any mental or physical limitation that prevents the performance of the corresponding duties.

3.4. Authorisation: Applicants whose nationality is not Spanish must also prove they are not subject to any disciplinary sanction or criminal conviction.

3.5. Qualification: Be in possession of the degree or diploma required for the post and professional category.

Candidates with qualifications obtained abroad must prove they have the corresponding accreditation or equivalency certificate. If the process of accreditation or equivalency is ongoing, the corresponding certificate can be submitted during the time applications are being assessed.

Requirements for the position offered:

- **Qualification: XXXXXXXXXXXXXXXXXXXXXXXXXXXXX**
- **Experience: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

No application will be considered unless it is accompanied by documentary proof of fulfilment of the requirements. Original documentation shall be submitted only by the person selected.

Candidates who do not meet the general and specific requirements of the position offered by the closing date for the submission of applications will not be considered.

Candidates with qualifications obtained abroad must prove they have the corresponding accreditation or equivalency certificate.

4. SUBMISSION OF APPLICATIONS:

The deadline for submission of applications shall be at least **15 calendar days**, except in cases where recruitment is shown to be urgent (in which case a reasonably shorter deadline shall be possible). Candidates must access the **centre's website** and attach all the documentation required in the call for applications so that their application can be properly evaluated. Once the process has been completed, the applicant will receive an automated e-mail confirming that their application has been successfully registered in the job offer.

The following documentation must be attached:

- Cover letter
- The candidate's curriculum vitae (CV) (include a mobile phone number and contact email address).

- Photocopy of their national identity card or legally accredited document.
- Academic qualifications and further training
- Transcript of records (if requested in the call for applications)
- Other documents explicitly requested in the call for applications (letters of recommendation, publications, etc.).

Any merit that has not been accredited with the corresponding documentation within the established deadline cannot be evaluated.

Falsification of documents or merits will lead to automatic elimination from the process.

5. EVALUATING COMMITTEE:

The selection committee will be made up of at least **three** members: the requesting principal investigator, who will chair the committee, and two experts in the field of the work to be carried out, with a qualification equal to or higher than that required for the position offered

6. SELECTION PROCESS

The selection process shall consist of two stages:

- **STAGE I: FULFILLMENT OF THE REQUIREMENTS AND STAGE OF ANALYSING AND EVALUATING THE CURRICULUM VITAE AND EXPERIENCE (UPTO 25 POINTS)**: in this phase, an evaluation of the qualifications and professional requirements established in the call for applications will be carried out.

  Candidates with disabilities or belonging to disadvantaged groups may voluntarily indicate this in the corresponding box provided on the application form of the job offer.

  Once the selection process has been completed, in the event of a tie between candidates, the FICUS will decide in favour of the application presented by candidates belonging to a disadvantaged group, applying this as a tiebreaker.

CV- Candidate's Profile - Academic Qualifications	Maximus score per section
Any training the candidate may have in subjects related to the activities performed in the position offered and languages will be considered as an asset.	**10 points**
Experience-Professional merits related to the functions or activity to be carried out.	**Maximus score per section**
Professional experience in similar positions and the candidate's suitability to perform the duties specified in the offer will be evaluated. **Any experience within a mobility programme such as, for example, stays in other countries or regions or other research contexts (public or private), work experience related to research (management, transfer of results, etc.), or experience in virtual mobility, will be considered as a valuable contribution to the professional development of a researcher and will be taken into account in the evaluation of the application.**	**15 points**

- **STAGE II Interview (25 points):** Candidates who have obtained at least 12.5 points in STAGE I will be called for a personal interview with the Selection Committee, which may take place in person or online. This interview will cover the requirements set out in the call for applications.

Interview	Maximus score per section
Result of the interview	**25 points**

The recruitment of research/technical staff by the Foundation shall follow the principles of the OTMR policy set out in the European Charter for Researchers: Transparent, open, and merit-based recruitment. (Available at: **https://www.cicancer.org/about-cic/hrs4r**

The recruitment of research/technical staff by the Foundation is in accordance with the Foundation's Equality Plan. (Available at: **https://www.cicancer.org/about-cic/equality-plan)**

The Foundation, for duly motivated reasons of interest to the organisation, may withdraw at any time from the resolution of this call for applications.

7. RESOLUTION OF THE CALL

The deadline for resolution of the call will be one month from the end of the deadline for submission of applications and will be published on the Foundation's website.

The call for applications may be declared void if the evaluating committee considers that none of the candidates meets the requirements of the post, and will publish this situation on the website.

8. COMPLAINTS AND/OR APPEALS

Complaints, allegations, or disputes deriving from the Recruitment Proposal must be presented within 3 calendar days, once the resolution has been published on the centre's website. Complaints shall be sent by e-mail: rrhh_cic@usal.es, referring to the vacancy, name, and surname(s) of the candidate. The complaints Selection Committee shall resolve complaints.

9. DATA PROTECTION

FICUS has adopted the necessary technical measures to maintain the required level of security, depending on the nature of the personal data processed and the circumstances of the processing.

Following the provisions of Regulation (EU) 2016/679 of 27 April 2016 (GDPR) and Organic Law 3/2018 of 5 December on the Protection of Personal Data and Guarantee of Digital Rights (LOPDGDD), the personal data collected from the interested party shall be processed under the responsibility of the CANCER RESEARCH FOUNDATION OF THE UNIVERSITY OF SALAMANCA for the evaluation of applications and will be kept for as long as there is a mutual interest in doing so. Data will not be disclosed to third parties, except under legal obligation. Applicants may exercise their rights to access, rectify, transfer, and delete data and to limit and oppose its processing by contacting Campus Miguel de Unamuno, s/n - 37007 Salamanca (Salamanca). Email: cicancer@usal.es. Any data processing that does

not comply with the regulations in force may be contested before the supervisory authority at www.aepd.es. DPO contact details: datos@sesoluciones.es

By applying, the person concerned consents to the processing of their data to participate in the selection process and for sending/receiving communications related to the same.

The purpose of data processing is to manage the application, to carry out the selective process, and any other purpose deriving from said process.

Signed: General Manager of the Foundation

Appendix 2. - COMMENTS AND EVALUATION OF THE INTERVIEWS

■ **Process: REF**

■ **Selection Committee member evaluating:**

■ **Date:**

■ **NAME OF THE CANDIDATE INTERVIEWED:**

■ **SCORE OBTAINED (0-25 POINTS):**

■ **COMMENTS ON THE EVALUATION:**

As a member of the Selection Committee: I certify that there is no conflict of interest in the recruitment process and that I have received training to avoid bias from any of the CIC member institutions. If not, I will watch the following videos:

QUESTIONING INDEPENDENCE: https://youtu.be/Kx2ppyCy_oE?si=pWTW6lMxDGUOBTF0
USE OF INFORMAL INFORMATION: https://youtu.be/MQbUGAI-acM?si=EcTJt50XxhvrjSif
INTERPRETING REFERENCE LETTERS: https://youtu.be/5m3i7JPaN3k?si=c2VMVjJceA7Ghz9l
INFLUENCE OF FIRST IMPRESSIONS: https://youtu.be/wol9rPsUdU0?si=Vv2CJzUAlMrDDRIA
QUESTIONING COMPETENCES: https://youtu.be/3nMzdxAcTWM?si=DwB3Vb7tvTAHnlkg
CRITERIA FOR EVALUATION: https://youtu.be/rybjFuC1PTI?si=MNsSY0DiXY6xqNVF

Signed: ……

Appendix 3.

RECRUITMENT PROPOSAL. FICUS SELECTION COMMITTEE REPORT

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

Meeting at ..... in Salamanca, in the Board Room of the Cancer Research Centre of the University of Salamanca, to assess the following applications submitted to the call for applications ....., the following agreements were reached:

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

- **STAGE I FULFILLMENT OF THE REQUIREMENTS, ANALYSIS AND EVALUATION OF THE CURRICULUM VITAE.**

To be admitted to the admission process you must hold 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 qualifications obtained abroad, proof of accreditation or equivalency must be provided or the applicant must be in a position to obtain such certification.

Once the candidates who meet the requirements established in the call for applications have been pre-selected, their CVs will be analysed, evaluated, and classified based on suitability to the profile established, according to their training, experience, and appropriateness for the post offered.

Scoring of the evaluation of **merits** and **abilities** based on the curriculum vitae **(0-25 points)**:

a) **Curriculum Vitae (0-10) points**
Any training the candidate may have in subjects related to the activities performed in the position offered and languages will be considered as an asset.
** Candidates with *disabilities* or *belonging to disadvantaged* groups may voluntarily indicate this in the corresponding box provided on the application form of the job offer. Once the selection process has been completed, in the event of a tie between candidates, the FICUS will decide in favour of the application presented by candidates belonging to a disadvantaged group, applying this as a tiebreaker.

b) **Professional experience (0-15) points**
Professional experience in similar positions and, therefore, the candidate's suitability to perform the duties specified in the offer will be evaluated.

Any experience in a mobility programme, such as stays in other countries or regions or other research contexts (public or private), work experience related to research (management, transfer of results, etc.), or experience in virtual mobility, will be

considered as a valuable contribution to the professional development of a researcher and will be taken into account in the evaluation of the application.

■ STAGE II: INTERVIEW (0-25) points

Candidates who have obtained **at least 12.5 points** in STAGE I will be called for a personal interview with the Selection Committee.

2- *At the end of the deadline for submitting applications on ....., the applications listed in the following section have been received.*

3- *After the evaluation of the CVs and the corresponding interviews, the final score was as follows:*

		STAGE I			STAGE II	
CANDIDATE	ADMISSION	C.V (0-10 POINTS)	EXPERIENCE (0-15 POINTS)	TOTAL	INTERVIEW (0-25 POINTS)	TOTAL SCORE STAGE I + STAGE II) (MAX. 50 POINTS)

YES: ADMITTED
NO: NOT ADMITTED (does not meet the essential requirements of the call for applications)

4- *As a result of the selection process carried out, the selection committee proposes Mr/Ms…… for recruitment, under the category of……., salary……., and full time, in charge of the project ……., being the candidate who has obtained the highest score.*

For the record and for the 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 General Manager