

## Open, Transparent, and Merit-Based Recruitment Policy at the IMDEA Software Institute

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### Purpose and scope

This policy aims at ensuring an open, transparent, and merit-based process for the recruitment of researchers at the IMDEA Software Institute.

The goal of this policy is to guarantee that candidates are selected based on their qualifications, experience, and potential to contribute to the Institute's research objectives, given equal opportunities to all of them.

### Principles that apply to the recruitment process

All recruitment processes at the IMDEA Software Institute will comply with the following principles:

#### Advertising open positions

All open positions will be advertised for a period of no less than 10 natural days.

All vacant positions will be advertised as widely as customarily expected for their level. As an example, the positions might be advertised on the Institute's website, the Institute's social accounts, Madrimasd website, relevant academic networks, professional associations, reputable job boards, etc.

Advertisements will clearly outline:

- The research area, position's requirements, responsibilities, and expected qualifications.
- The deadline for applications and documentation to submit.
- The evaluation criteria.
- Other details of the evaluation process.

The qualifications required will be aligned with the needs of the position offered.

The candidates only need to submit the documentation strictly necessary for their evaluation.

### Equal opportunity

The IMDEA Software Institute states its commitment to inclusivity and diversity and our ongoing determination to provide a welcoming and inclusive environment for all researchers, staff, and guests of the Institute regardless of gender, gender expression, gender identity, origin, color, ethnicity, age, disability, sex, sexual orientation, religion, or any other trait.

All the information regarding the positions and the evaluation process will be available in English to make them as widely accessible as possible.

All applications will be sent online to avoid the geographical location of the candidates to be a barrier.

Upon request, reasonable accommodation and facilities will be provided for candidates with disabilities throughout the recruitment process.

### Transparency

All candidates will be notified of the reception of their applications and the result of the selection process.

### Merit-based evaluation

Candidates will be evaluated according to the principles of merit and ability, assessing the information submitted to the Institute. The evaluation criteria will include education, research experience, skills, research statement, and alignment with the Institute's research priorities.

Where appropriate, candidates short-listed for a position may be invited for an interview. Interviews will be conducted in a structured manner, focusing on candidates' research experience, methodologies, and their ability to contribute to the Institute's research goals.

Assessment methods may include, among others, presentations, research proposal discussions, simulations of research scenarios, tests or sample cases and problems to solve, among others.

### Objectivity and Impartiality

A selection committee will be set up for each recruitment process, including at least one Institute member with enough expertise and knowledge in the main area of research of the position who can assess the candidate's abilities, a Chairman, and a Secretary. All selection committee members will ensure the compliance with these OTM-R guidelines.

### Working conditions

Family life reconciliation practices will be applied to all researchers. The Institute will provide the usual IT facilities, including a laptop and access to videoconference software to make it possible to stay in touch and hold meetings while working remotely as allowed by the Institute guidelines. In addition, and as per Spanish law, an online system to clock in and out is available (and mandatory) for all the researchers at the Institute.

All researchers will be offered a labour contract with full social security coverage.