

Open, Transparent and Merit-based Recruitment (OTM-R)

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The Open, Transparent and Merit-based Recruitment (OTM-R) Policy aims at making research careers more attractive, facilitating mobility and equal opportunities for all candidates. It is built on the 40 Charter & Code principles.

Barcelona School of Economics (BSE) includes all the topics of the OTM-R, from advertising and application phase to appointment phase.

Advertising and Application phase

BSE, as an independent legal entity, can hire researchers (senior, post-doctoral and pre-doctoral), technicians and support personnel. The profile it is divided in 4 levels:

- R1 – First Stage Researcher (Up to the point of Ph.D.)
- R2 – Recognised Researcher (Ph.D. holders or equivalent who are not yet fully independent)
- R3 – Established Researcher (Researchers who have developed a level of independence)
- R4 – Leading Researcher (Researchers leading their research area or field)

BSE Job Ad Template and Advertising

When the Principal Researcher (PR) or Senior Manager needs to hire staff, the selection process begins. Therefore, after reviewing the economical aspect, BSE sends a job ad template which must be filled in by the PR. It includes:

- Basic Information
 - Job Offer Title
 - Offer Description

- Internal Information
 - Gross Salary per month
 - Duration of the contract
 - Weekly hours
 - Total costs of the contract
- Candidate Profile, from R1 to R4.
- Research Field, for example:
 - Economics
 - Educational Sciences
 - Mathematics
 - Political Science
- Job Status:
 - Full Time or Part Time
 - Application Deadline
 - Offer Starting Date
 - Is the job funded through an EU Research Framework Programme?
 - Reference Number of the Grant
- Requirements:
 - Minimum Required Education Level
 - Main Research Field
 - Skills/Qualifications
 - Specific Requirements
 - Languages and Level
 - Area of Research Experience
 - Benefits of the position (if any)
 - Eligibility criteria
 - Selection process
 - Additional comments

Once the template is received, BSE publishes the job position on the [BSE webpage](#), and e-tools such as EURAXESS.

BSE Job Application

The job application keeps the administrative burden for the candidate to the minimum possible, as the jobs are published via e-tools. Also, the documentation needed to complete the application is not that long, usually being the Curriculum Vitae and a presentation letter, which needs to explain how the candidate meets the specific requirements.

The documentation is sent by e-mail to a BSE address or through the same e-tool, if available. Consequently, BSE will inform the applicant that it has received their application and that they will be updated with more information if there are more steps in the process.

BSE Selection and Evaluation Phase

The selection is coordinated between the Principal Researcher, and the Research and Human Resources offices. There is the possibility of including other persons or offices if the selection process requires it.

Merit is the main selection criteria, in addition to the fulfillment from the candidate of the specific requirements that the job needs (education level, skills, research field, language, etc.).

There may be an on-line or in person interview, although it is not an obligatory step in the process.

BSE Appointment Phase and Quality Control

Once the candidate has been selected, BSE informs all the rest of applicants, giving generic feedback. The candidate selected will be notified and will be asked to confirm the position offered, so the Human Resources office can proceed to ask for the documentation needed to prepare the contract and the onboarding.

Finally, the Quality Committee of BSE coordinates with the Principal Researcher, the Research and Human Resources offices to ensure the implementation of the

following three principles. This process selection is supervised annually for its improvement:

- For the recruitment, the advertising and the conditions must be announced through the adequate tools so the potential candidates can apply.
- For the selection, the merit and adequation of the candidate must be the principal criteria.
- The process of recruitment and selection must strictly follow the criteria of non-discrimination.