



CRM Recruitment Guidelines

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1. Foreword

The Centre de Recerca Matemàtica was established in 1984 by Professor Manuel Castellet as a centre of the l'Institut d'Estudis Catalans (IEC, the Catalan Academy), in the premises of the Universitat Autònoma de Barcelona (UAB). It is the oldest mathematics research institute in Spain. Presently, the CRM is a consortium between the Generalitat de Catalunya (the Catalan Government), represented by its Minister of Enterprise and Knowledge, the IEC and the UAB.

The CRM belongs to the CERCA Agency of research centres sponsored by the Catalan Government, and is a member of ERCOM (European Research Centres in Mathematics), a committee of the European Mathematical Society, together with other European centres of a similar nature. It is also a member of the EPDI (European Post-Doctoral Institute for the Mathematical Sciences) for the promotion of postdoctoral mobility and the International Mathematical Sciences Institute.

Research at CRM covers a wide spectrum of fields, from the most fundamental areas (algebra/number theory/geometry/topology, analysis and PDEs, combinatorics and dynamical systems) to applied mathematics (in the fields of biomedicine, climate change mitigation and adaptation and natural hazards).

In 2015 the CRM endorsed the principles of The European Charter for Researchers & The Code of Conduct for Recruitment policies. The implementation of the Charter & Code's strategy and practices aims to ensure that the nature of the relationship between researchers and employers is conducive to successful performance in generating, transferring, sharing and disseminating knowledge and technological development, and to the career development of researchers.

1.1. CRM's Mission Statement

The remit of the Centre de Recerca Matemàtica is to be a resource of excellence in mathematical research and training at international level. Its specific aims are:

1. High-quality research of international standing in mathematics, including a special emphasis on real-world applications carried out in a collaborative or interdisciplinary context.
2. Knowledge transfer based on validated mathematical research, with special emphasis on concrete implementations of justified models that address emergent problems with societal impact.
3. Advanced training in the field of mathematics, through collaboration and synergies with other research institutions.
4. Dissemination of the advances in mathematics within both the wider academic community and society in general.

1.2. Objectives

The Open, Transparent and Merit-based Recruitment (OTM-R) policy ensures that the best person for the job is recruited, guarantees equal opportunities and access for all, facilitates developing an international portfolio (cooperation, competition, mobility) and makes research careers more attractive. It involves all stages of the recruitment process, from the job advertising/application phase to the appointment.

The aim of this document is to assert the human resources internal strategy and its compliance with the principles set out in the Charter & Code, and the guidelines promoted by the CERCA institution. The aim is to give transparent and clear information on the selection process conducted at CRM, within the framework

of the current Spanish and Catalan employment legislation, ensuring all candidates equal access to employment in accordance with the principles of equality, merit, and ability.

Please note that these guidelines do not apply to selection processes that are overseen directly by state or regional funding agencies, since candidates arrive at the institution after already being screened and selected by said agencies.

2. CRM Professional Categories

CRM staff is made up of research staff, research support staff and management. The classification of personnel into different categories is structured according to the function and content of the work they carry out.

2.1. Research profiles

The research staff are the "professionals who work in the conception or creation of knowledge, products, procedures, methods and new systems, and in the management of the corresponding projects". The categories of researchers defined in this document are based on the four-stage research career model defined by the European Commission:

Leading Researcher (or R4-Leading Researchers): Is the researcher with the title of doctor who, given his/her experience and scientific quality, assumes the direction and coordination of a research group. Coordinates a group of people and responds directly to the scientific director of the institution.

Consolidated researcher (or R3-Established Researcher): This is a researcher with a doctoral degree who, given his/her experience and scientific quality,

participates in lines of research of a group and/or research projects and assumes the responsibility of one of them as principal investigator. Respond to the leading researcher or, failing that, to the scientific director of the institution.

Post-doctoral researcher (or R2-Recognised Researcher): Post-doctoral researchers can be grouped into two subcategories depending on the degree of independence in the research achieved: Senior post-doctoral researcher (R2a): This is the researcher with a doctoral degree who carries out research tasks within a research group, under the orders of the leading researcher and/or consolidated researcher, and begins to act as principal investigator or co-investigator in research projects. Junior post-doctoral researcher (R2b): This is a researcher with a doctoral degree who carries out research tasks in the initial phase of his/her career within a research group, under the orders of the leading, consolidated, or post-doctoral senior researcher.

Pre-doctoral researcher (or R1-First Stage Researcher): It is the university graduate who has obtained a master's degree or equivalent and is able to carry out the doctoral thesis in a research group and under the orders of a thesis supervisor.

3. Preparation and Advertising

A selection process begins when the need to hire staff is detected. The promoter of the recruitment call, or person who identifies the need, can be a leading researcher of a research group, a principal investigator of a project, the management or direction of the CRM. When the need is identified, the promoter expresses his interest in incorporating staff into management.

Management sends the template describing the place and procedure for the incorporation of research staff or technical / administrative staff to the promoter, who has to return it to management with the relevant information, stating the characteristics of the position, the tasks to be performed, the requirements of the candidates (training, experience and competencies), the working conditions, the selection and evaluation procedure. The language used in the call should be inclusive and should encourage the application from candidates of diverse backgrounds.

The relevant staff (depending on the position, can be management, project management, or direction), reviews the details and the selection procedure defined, and verifies the economic availability and checks that it complies with the applicable regulations. Once validated, management begins the procedure to open the call.

3.1. Codify the call and prepare the documentation for its publication

HR assigns a code to the call, according to an order of internal codes, which identifies the process in all successive steps and prepares the call to be published in the internal and external channels. To publish the call to internal channels, the CRM Job Tender Template is used (Annex 1).

The call includes:

- ❖ The research group, department or project selected candidates will join.
- ❖ Job title.
- ❖ Application deadline.
- ❖ Description of tasks and responsibilities.
- ❖ Minimum requirements.
- ❖ Other assessable or desirable qualifications.

- ❖ Contract Details (duration, full-time or part time...)
- ❖ Evaluation process and criteria.
- ❖ Required documentation.
- ❖ Selection phases (shortlist, selection, final decision).
- ❖ Contact details for enquiries.

The call is published first on the CRM website (<https://www.crm.cat/job-board/>) and disseminated through the CRM mailing list and social channels. The call is also published on the EURAXESS portal to attract international talent (<https://euraxess.ec.europa.eu/>). Specialized channels are also used depending of the specific area of the call (<https://somma.es/jobs/>, <https://www.mathjobs.org/jobs>, <https://euromathsoc.org/jobs>, ...).

3.2. Application procedure

In order to reduce the administrative burden for candidates, applications are submitted either by email or the relevant online platform. All documentation (CV, cover letter, references) must be submitted online via the website indicated in the job advertisement. The requests referred from another portal, other than the CRM job offers section and the instructions contained therein, will not be accepted.

Provided that candidates provide a valid email address, they will be notified that their application has been received properly and are updated as the subsequent phases of the process go forward. Once receipt has been acknowledged and compliance with the minimum requirements has been verified, the CRM will notify candidates who have been admitted to the selection process.

Applicants are only excluded at this stage if they do not meet the minimum requirements established in the call. The documentation related to each valid application is then forwarded to the corresponding selection committee for evaluation.

4. Selection process

The composition of the **Selection Committee** is defined for each call according to the category and characteristics of the position being offered. The selection of Committee members depends on the degree, category, area of expertise and gender, and is adapted for each selection process. For the selection of the members of the Committee, the professional profile of the members that make it up is considered in the following terms:

The evaluation of candidates consists of the assessment of merits and skills asserted by those who meet the requirements to apply for the position. In the first instance, the Selection Committee evaluates the curriculum vitae and supporting documentation and, subsequently, in the selection interviews and/or other selective tests. The merits and abilities are in accordance with the criteria defined by the call. The Selection Committee will evaluate the merits and capabilities globally, considering quantitative and qualitative criteria, without taking into account the chronological order of the alleged merits and alterations in the CV. The interpretation of the requirements, competences and suitability of the candidates corresponds to the CRM.

In the event that the Selection Committee considers that the candidates do not meet the necessary conditions to access the advertised position, the position may be declared vacant.

4.1. Merits and abilities to be assessed

- ❖ **Academic qualifications:** academic qualifications will be valued when they are relevant to the job.
- ❖ **Training and development:** training in topics directly related to the specific functions of the position will be assessed, depending on the duration, difficulty, and existence of qualifying tests. Training in office automation and languages, especially English, will also be valued.
- ❖ **Professional experience:** professional career and research potential will be assessed based on scientific publications, experience in teaching activities, activities involving staff supervision, teamwork, participation in research and/or knowledge transfer projects, research and innovation management activities, and scientific dissemination.
- ❖ **Skills and abilities:** the necessary and desirable professional skills associated with each of the professional categories will be reviewed.
- ❖ **Mobility:** academic, training, research and work experience abroad will be assessed depending on the duration, destination, and existence of letters of recommendation.

The Selection Committee will agree, considering the profile of the position and the merits and abilities proven by the candidates to date, the list of candidates who are called to carry out an interview.

4.2. Interviews with candidates

Personal interviews with candidates allow the Selection Committee to strengthen the knowledge of the candidate's training and experience, in addition to acquire information on aptitudes, capacities and abilities. Interviews also offer the opportunity for candidates to enquire about specific aspects of the role or position offered.

To ensure that the interviews are conducted using a proper approach and to avoid any form of bias, members of the Selection Committee follow the guidelines provided by the CRM, according to the principles based on the Open, Transparent, and Merit-based recruitment policy. All candidates interviewed for the position should equally be considered without any prejudice on the basis of gender, age, ethnicity, nationality, religion or belief, sexual orientation, language, disability, political opinion, social or economic status or any other type.

The final decision should be agreed by the three members of the Selection Committee.

5. Appointment

Once the Selection Committee reaches a decision, the selected candidate is notified via email and asked to reply with a written confirmation accepting the position. Upon acceptance of the position, HR management will start collecting all the documentation to prepare the contract and arrange for the arrival of the new hire.

Documentation collected during the recruitment, selection and hiring process is kept confidential and securely stored. Any job offer will always be conditional on

the truthfulness of qualifications, references, identity, and any other relevant information provided by the applicant.

In case false information is given, the offer may be withdrawn, or employment terminated.

Annex 1:

DESCRIPTION

The _____ research group at the CRM is looking for a Postdoctoral researcher / PhD Candidate to join the project _____. This contract is envisaged to start on _____ and will last until _____.

Applications will be accepted until March 31st, 2023.

TASKS

- ◆ ...
- ◆ ...
- ◆ ...

REQUIREMENTS

- ◆ ...
- ◆ ...
- ◆ ...

ASSESSABLE CONDITIONS

- ◆ ...
- ◆ ...
- ◆ ...

CONTRACT DETAILS

- ❖ Expected starting date: ...
- ❖ Duration of the contract until ...
- ❖ Salary as established by collective agreement.

EVALUATION PROCESS AND CRITERIA

The selection process will be evaluated by the CRM Director or the CRM deputy director, Prof. _____, as principal investigator of _____, and Prof. _____, as _____.

This process consists in:

1. **Admission of candidates:** applicants must submit a curriculum vitae and a cover letter by email at rrhh@crm.cat, as well as address scientific enquiries to _____, until _____, indicating the reference code of the offer. The requests referred from another portal, other than the CRM job offers section and the instructions contained therein, will not be accepted.
2. **Shortlist:** assessment of the fulfilment of the minimum requirements of the offer.
3. **Selection:** evaluation of the shortlisted candidates by a total score according to objective criteria.
4. **Final decision:** If we find the right person, the resolution will be formally communicated and will be published in the CRM careers section.