

OTM-R POLICY CIC ENERGIGUNE

HRS4R

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1 INTRODUCTION

CIC energiGUNE is the research center of electrochemical and thermal energy storage, a strategic initiative of the Basque Government. CIC energiGUNE was born in 2011 to generate excellent research in materials and systems for energy storage. The goal of CIC energiGUNE is to maximize the impact on results to the Basque business network through collaboration with universities, research centers, and companies.

At CIC energiGUNE we have an exceptional work environment with professionals and a first-class research team, who combine local and international talent and who have scientific infrastructures and equipment for the development of their activity that set us apart from our competitors. It is this combination, which in no case is arbitrary, that has allowed us to become an international benchmark.

CIC energiGUNE is strongly committed to developing and implementing an OTM-R policy. For that purpose, CIC energiGUNE will promote the necessary tools:

1.1 Advertising and Application phase

CIC energiGUNE has a standardized job profile which describes some aspects of the job offer such as: starting date, job title, researcher career profiles (from R1 to R4), number of available positions, knowledge and experience, required and desirable skills, working conditions, workplace, professional development opportunities, etc. However, to achieve greater transparency, some improvements on job definition have been implemented (required and desirable skills) and a reference to our OTM-R policy will be included in advertisements.

A number of benefits that we are currently offering to all our employees is posted on our website, such as flexible hours or the possibility of free language training for those who will be employed by our Research Centre, among others (<https://cicenergigune.com/en/welcome>)

All our job offers are published on our website and continuously shared in order to make sure that the information arrives to our target audiences from both inside and outside the center.

All our offers are published in the EURAXESS web site. In order to increase their visibility and reach the maximum number of potential candidates, we also use other recruitment tools such as: Research Gate, LinkedIn, Ikerbasque, official colleges, Bizkaia talent, Jobs.uk, specific university websites, etc.

The requested documents when a candidate sends us their application through our website are: submission of the CV and two recommendation letters, all in English. Therefore, the administrative burden is kept to a minimum. The only procedure that implies the collection of a wide range of documents is the immigration process needed to achieve a work permit for non-European researchers that are hired. This process depends on the Government and is completely out of our hands. In any case, CIC energiGUNE provides these candidates full support and assistance in making that immigration process as easy as possible.

1.2 Recruitment and Evaluation phase

The Recruitment Committee is made up for each recruitment process. A Group Leader or Research Line manager will always compose it, with a deep expertise in the area of

knowledge and the required technical skills needed for that profile. In addition, the People Manager or another member of the People area will always take part in the interviews. Those professionals are experts in recruitment and interviewing techniques, and capable of exploring the core competences which are needed, such as leadership, teamwork, commitment and flexibility, creativity, effort or proactivity, among others.

In all the cases, the members of the Recruitment Committees are experts in the field, with a broad professional experience and know-how, highly qualified, and able to speak different languages.

The proportion of men and women in the committee is naturally gender balanced which reflects the reality of our center.

The criterion for the recruitment of researchers is based on their experience but also on their future potential. All the merits are judged qualitatively and quantitatively and during the interview the committee analyses without penalty their career path, career breaks and life-long professional development. In the same way the Recruitment Committee adequately explores the variations in the CV of the candidates during interviews. According to the needed profile, a wide range of evaluation criteria is used such as: Generation of societal impact, international portfolio, knowledge transfer and exchange, management of research and innovation, organizational skills and experience, research performance, supervision and mentoring, teaching, among others.

CIC energiGUNE considers mobility as a key point for the professional development of researchers. Mobility broadens and enriches the vision about science.

We always inform those candidates who have conducted an interview about the status of their candidacy. We have implemented a new recruitment tool that allow us to give instant feedback to the candidates about the state of the process and their application.

All those candidates who are summoned to an interview have the possibility to take part through any online tool such as Skype or Microsoft Teams. Sometimes a face-to-face interview is required and if the candidate lives far from the Center, CIC energiGUNE covers the travel and accommodation expenses.

1.3 Appointment phase

All candidates who have applied to the process get feedback about the steps of the process and their situation. Once the recruitment process is closed, all the applicants receive an email with this information.

We have an email address available in case applicants want to make a complaint or suggestion and also for those who want us to remove their data from our database.

2 OTM-R CHECKLIST FOR ORGANISATIONS

OTM-R checklist for organisations					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, completely +/-Yes, substantially -/+ Yes, partially -- No	*Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++	http://www.cicenergigune.com/uploads/certificaciones/OTM_R_policy_v2.pdf
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	Internal procedure: "Talent Attraction and Development Management", reviewed on the 9 th of June 2020
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++	The training plan includes actions linked to OTM-R area and prior to launching a recruitment process, OTM-R principles are shared between the recruiters. All the management, as well as the Group Leaders (Up to 16 people) are involved. It will be measured across the training plan evaluation system.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	The 100% of our recruitment processes use a Web-based tool

5. Do we have a quality control system for OTM-R in place?	x	x	x	++	Direction Committee of CIC energigUNE controls the quality of the system through defined KPIs
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	Sharing trend of applicants from outside the organization
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	Sharing trend of applicants from abroad
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	Sharing trend of applicants among underrepresented groups (frequently women)
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	Sharing trend of applicants from outside the organization
10. Do we have means to monitor whether the most suitable researchers apply?				+/-	We have improved our systems to reach the most suitable researchers. We still need to work on it. For example, we receive a lot of Asian applications, but we'd like to increase the number of European candidates. We measure this item with KPI in our BSC.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	Internal template in 3 languages + template in the website : https://cicenergigune.com/en/e-employment-opportunities

12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/+	In the talent site of the new website, candidates can find the detailed information of each job opportunity : https://cicenergigune.com/en/employment-opportunities And some extra general information about working at CIC energigUNE : https://cicenergigune.com/en/work-with-us
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	All our job advertisements are posted on EURAXESS; Sharing trend of applicants recruited from outside the organization/abroad
14. Do we make use of other job advertising tools?	x	x		++	We use other advertising tools: Bizkaiatalent, Ikerbasque, uenergyjobs, Professional associations, universities...
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	The supporting documents are the CV, and 2 recommendation letters, all in English
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	Written guidelines in the Internal procedure: "Talent Attraction and Development Management", reviewed on the 9 th of June 2020.

17. Do we have clear rules concerning the composition of selection committees?		x	x	++	The Group Leader or the Research Line Manager on the involved topic, as well as a representative of The People Area, are always taking part in each recruitment process
18. Are the committees sufficiently gender-balanced?		x	x	++	The same share of women and men in our Evaluation Committee . Of course depending on each process there could be minor variations
19. Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?			x	+/-	The role description of each position has a detailed description of the functions needed and the recruitment team analyzes the fit of the candidates during the interview process. Also, we are working on redefining the core competences (leadership, teamwork, commitment and flexibility and proactivity) that are also analyzed during the interviews.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		+/+	We inform all the applicants.
21. Do we provide adequate feedback to interviewees?		x		++	E-mails sent to all the interviewees. Calls made to some interviewees.

22. Do we have an appropriate complaints mechanism in place?		x		-/+	Set in a visible place of the applicant form an e-mail address for complaints
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				++	The Management Committee reviews periodically the status of the recruitment processes and the OTM-R and it is reported in management committee minutes