

Action guide for Selection Committees for personnel associated with R&D&I activities.

The Selection Committees play a crucial role in the recruitment of the most suitable persons for the profile of the position advertised, , their members must have the relevant experience, qualifications and competences necessary to evaluate the candidates.

The selection process will preferably be carried out by telematic means, using the collaborative tool Teams or the one agreed by the members of the Commission and digital signatures.

Care will be taken to ensure that the Selection Committees maintain gender balance.

No conflict of interest

The members of the Selection Committees shall act with full independence, impartiality and objectivity. They must abstain or may be disqualified when any of the grounds for abstention or disqualification provided for in article 23.2 of Law 40/2015, of 1 October, on the Legal Regime of the Public Sector, apply.

Each member of the Commission must sign a declaration of absence of conflict of interest (DACI) with any of the applicants, as well as an undertaking confidentiality concerning the deliberations of the Commission, before starting the assessment of the applications submitted (Annex I).

Confidentiality

The deliberations of the Selection Committee, as well as any information and documentation of the selection process, will be confidential.

The members of the Commission shall refrain from any contact or conversation regarding the process with the candidates, unless the contact is made on behalf of the Commission and with the authorisation of the person holding the presidency.

If the members of the Commission are contacted by candidates, they should direct them to the Research and Technology Transfer Unit to resolve their doubts.

Nor shall any details of the selection process or information about the candidates be discussed or commented on with persons outside the committee.

Performance of the Selection Committee

The decisions of the Selection Committee shall always state the reasons on which they are based and shall be adopted by a simple majority of the votes of the members.

The Selection Committees will first check that the candidates meet the access requirements and will publish a provisional list of those admitted and excluded on the Official Electronic Bulletin Board (TOE) of the UPCT, either because they do not meet the requirements of the call or because they need to rectify an error for their application to be accepted, stating the cause of exclusion, the form and deadline for complaints. Finally, they will resolve the claims received in order to draw up the definitive list of persons admitted and excluded, indicating in the latter case the cause of exclusion, which will be published in the TOE. The corresponding administrative and judicial appeals may be lodged against this decision, which puts an end to the administrative procedure.

Subsequently, they will assess the merits and potential of successful candidates in accordance with the evaluation criteria set out in the call for applications.

As the Selection Committee's decisions are reasoned, they must be duly substantiated and justified. The assessment of the merits of each candidate shall be supported in the minutes by clear and objective reasoning explaining why a particular person is selected and why he/she is awarded a certain score.

In the minutes of the meeting:

- The person best suited to the job offered will be identified and selected for the formalisation of the employment contract.
- Candidates will be identified and placed on the reserve list in the order of the scores established in the selection process, provided that they exceed the minimum score established by the Selection Committee.
- All other applications will be rejected on the grounds that they do not meet the minimum requirements or qualities considered necessary for the profile of the post.

The post may be declared vacant if none of the applicants meet the minimum requirements or qualities required for the profile of the post.

It is recommended that a strengths and weaknesses report be drawn up for each candidate (Annex II).

Conducting personal interviews

In the event that the call for applications so provides, candidates may be called for a personal interview, which may take place remotely through the use of the corporate telematic tool designated by the Selection Committee.

In any case, all applicants shall be interviewed in the same format and shall receive the same treatment and communication.

The person responsible for recruitment will contact candidates by telephone to arrange an interview. If there is no response after two attempts, the person in charge of recruitment

at a different time, an e-mail will be sent, giving at least 48 hours' notice of the interview.

Interview planning:

- As a general rule, the duration of the interview should not exceed 30 minutes.
- The first few minutes should be devoted to a brief presentation by each of the persons participating in the interview.
- A set of questions will be prepared, which should be the same for each interviewee in order to facilitate comparison between applications.

Questions can be about:

Technical issues related to the profile of the post offered.

Previous experience and knowledge of the candidate.

Motivation to carry out the position offered.

- Time will be set aside at the end of the interview for the candidate to ask questions about the job.
- The interview will end by indicating to the interviewee the next stages of the process and the deadline for its resolution, but without communicating whether or not he/she will be selected.

No questions should be asked during the interview about personal and family aspects: marital status, age, sexual orientation, religion, hobbies, etc.

ANNEX I. DECLARATION OF ABSENCE OF CONFLICT OF INTEREST AND CONFIDENTIALITY REGARDING THE DELIBERATIONS OF THE SELECTION BOARD.

STATEMENT BY THE MEMBERS OF THE SELECTION BOARD

Mr/Ms [Name and surname], with DNI [DNI number], as a member of the Selection Committee for the employment contract for R&D&I activities announced by Resolution R- /202, of the Vice-rectorate with responsibility for research:

DECLARES

1. That the selection process respects the principles of equality, merit and ability of the candidates.
2. That he/she is aware of the applicable **conflict of interest** regulations:
 - a) Article 61.3 "Conflict of interest" of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July (EU Financial Regulation) states that *"a conflict of interest exists where the impartial and objective exercise of functions is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any direct or indirect personal interest"*.
 - b) That Article 64 "Fight against corruption and prevention of conflicts of interest" of Law 9/2017, of 8 November, on Public Sector Contracts, aims to avoid any distortion of competition and to guarantee transparency in the procedure and ensure equal treatment for all candidates and bidders.
 - c) That Article 23 "Abstention" of Law 40/2015, of 1 October, on the Legal Regime of the Public Sector, establishes that *"the authorities and personnel in the service of the Administrations in whom any of the circumstances indicated in the following section apply"* must abstain from intervening in the procedure, these being:

- *Having a personal interest in the case in question or in another case whose outcome may be influenced by the outcome of that case; being a director of the company or entity concerned, or having a litigation matter pending with any interested party.*
- *To have a marital relationship or similar de facto situation and blood relationship within the fourth degree or affinity within the second degree with any of the interested parties, with the administrators of the entities or companies concerned and also with the advisors, legal representatives or agents involved in the procedure, as well as sharing a professional office or being associated with them for the purpose of advice, representation or mandate.*
- *Having a close friendship or manifest enmity with any of the persons mentioned in the previous section.*
- *Have acted as an expert or witness in the proceedings in question.*
- *Have a service relationship with a natural or legal person directly involved in the case, or have provided professional services of any kind and in any circumstance or place in the last two years.*

3. That he/she is not involved in any situation that could be classified as a conflict of interest as indicated in article 61.3 of the EU Financial Regulation; That he/she is not affected by any of the grounds for abstention in article 23.2 Law 40/2015, of 1 October, on the Legal Regime of the Public Sector and that he/she is not affected by any of the circumstances provided for in article 32.4 of Royal Decree 678/2023, of 18 July, which regulates state accreditation for access to university teaching bodies and the system of competitive examinations for access to positions in these bodies.

4. That he/she undertakes to inform the Selection Committee, without delay, of any situation of conflict of interest or cause for abstention that gives or could give rise to such a scenario.

5. That he/she is aware that a declaration of absence of conflict of interest that is proven to be false will lead to disciplinary/administrative/judicial consequences as laid down in the applicable regulations.

6. That he/she undertakes to keep confidential all the deliberations of committee that place during the selective process.

For the record, I hereby sign this document at [place and date indicated on the electronic signature].

ANNEX II. REPORT ON STRENGTHS AND OPPORTUNITIES FOR IMPROVEMENT.

COMMUNICATION ON STRENGTHS AND OPPORTUNITIES FOR IMPROVEMENT

Result of the selection process Ref: _____

Dear _____:

We are writing to you in relation to the selection process _____ convened by _____ (include the details of the call) of the Universidad Politécnica de Cartagena, by which a post of _____ (give the name of the post offered) is selected.

We regret to inform you that, following the evaluation of the Selection Committee, another person has been selected for the post.

However, by means of this communication, we thank you for your participation in the process and we would like to inform you of the strengths and areas for improvement that the Selection Committee has found in your application. We hope that this information will help you in your professional career.

STRENGTHS:

- *Strength 1*
- *Strength 2...*

OPPORTUNITIES FOR IMPROVEMENT

- *Opportunity 1*
- *Opportunity 2...*

Please do not hesitate to contact us if you have any questions or require further information.

Thank you very much and best regards.