

**Open, Transparent, and Merit-based
Recruitment of Researchers**

Guidelines



HR EXCELLENCE IN RESEARCH

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OTM-R Policy

Iscte recruitment and selection procedures comply with the requirements of the law and follow the basic principles of the Open, Transparent and Merit-based Recruitment Policy (OTM-R), ensuring equal treatment for all applications. In this sense, and with the aim of adopting human resource best practices that contribute to making research careers more attractive, Iscte has developed the following guidelines, that are shared with the goal of conducting recruitment and selection processes for researchers.

Open, Transparent and Merit-based Recruitment

The focus of the OTM-R policy is to guarantee that institutions select the candidate whose profile best matches to the open position, and that the corresponding procedures are grounded in principles of equality for all applicants.

Iscte advocates for a policy of equality, diversity, and inclusion. Regarding recruitment and selection, in compliance with subparagraph h) of article 9 of the Constitution of the Portuguese Republic, Iscte promotes a policy of equal opportunities in access to employment and career progression, acting diligently to prevent all and any form of discrimination. In this sense, Iscte adopts an inclusive language with the aim of promoting equal participation and valuing individual diversity. Thus, no applicant can be privileged to, benefited from, prejudiced, or deprived of any right or exempt from any duty based on, in particular due to ancestry, age, sexual orientation, marital status, family situation, economic situation, education, origin or social condition, genetic assets, reduced work capacity, disability, chronic disease, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological beliefs, or trade union membership.

1. Open

Iscte publishes job advertisements across a variety of platforms and communication channels depending on the profiles it seeks to recruit. Opportunities are posted on Iscte recruitment platform and institutional website, and, whenever justified, in a national newspaper, the Public Employment Platform, the Official Portuguese Journal, and the Euraxess platform. Advertisements can also be shared on LinkedIn, Google Ads and Iscte's social media, to reach a greater number and diversity of candidates. A broad recruitment base ensures that anyone interested is aware of the contest and can apply.

In accordance with the Labor Code, job advertisements must not contain, directly or indirectly, any restrictions, specifications, or preferences based on gender. In this regard, gender-neutral language is adopted.

2. Transparent

The recruitment and selection procedure at Iscte is, primarily, based on national legislation and the institute's regulations, which are public. Advertisements are published online and include: a description of the legal framework applicable to the recruitment process; the type of contract; the organization and scientific area or unit/department; the application deadline; the workplace; the category (position) to be filled; the number of vacancies; the reference to the salary range; the admission requirements and absolute merit criteria; the methods and criteria for evaluation and selection; the composition of the selection committee, which should, whenever possible, be gender-balanced; information on how to submit and complete applications; and a reference to the non-discrimination and equal access policy.

3. Merit

Applications are evaluated according to the requirements, methods, and evaluation and selection criteria, clearly described in the advertisement, to ensure objectivity and impartiality in the assessment of candidates.

The selection committees are composed of impartial and qualified members who evaluate candidates based on the previously defined criteria. The composition of the selection committee is made public, and members must declare any conflicts of interest that could affect their impartiality.

All phases of the procedure must be documented in the selection committee's minutes, and candidates are notified of the results, which are published on the recruitment platform and the institutional website. In this way, all candidates and the public can review the rankings and the corresponding order of the applications. This transparency helps to ensure trust in the process.

Candidates have the right to make complaints, in accordance with the provisions of the Administrative Procedure Code, regarding decisions made during the recruitment and selection process, and they may consult the process.

These guarantees and mechanisms aim to ensure that recruitment and selection procedures are conducted in a fair, transparent, and impartial way, promoting trust in the recruitment and selection system. As a result, they ensure that Iscte has the best resources to achieve its purposes.