

PREPARED	REVISED	APPROVED
Human Resources Coordinator	Management Director	Director of Management
REVIEW	REASONS FOR REVIEW	DATE
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## STAGES OF THE IDIVAL SELECTION PROCESSES

### PUBLICATION OF THE VACANCY

IDIVAL will publish all its job offers on its website and on the Euraxess platform for 10 calendar days. The call for applications will include the minimum requirements (qualifications, experience, and other requirements that must be met), desirable qualities, contract details, job details, the stages of the selection process, and the merit scale.

### PRE-SELECTION

Once the job posting has been published, the Human Resources Department will review all applications received and forward only those that meet the requirements to the Selection Committee, so that they can review the profile and assess the merits requested in the job posting.

### MERIT SCORING

The Selection Committee will weigh the merits of each application according to the scale published in the job offer. No merits will be assessed that do not appear in the published job offer and that do not appear in the documentation provided with the application.

### INTERVIEW

If a personal interview is necessary, it will be conducted with candidates who achieve the minimum score for curricular merits, as defined in the call for applications. Candidates who have passed to this stage will be contacted by telephone to arrange an interview. advanced to that stage.

### SELECTION REPORT

The Selection Committee will score the interview phase and prepare a report with the total score of each candidate, proposing the hiring of the candidate with the highest score. It will send this report to the Human Resources Department.

If the call for applications specifies the existence of a job pool, this may be used if the position in question remains vacant for a maximum period of one year from the publication of the decision. It may not be used for other positions.

### RESOLUTION OF THE PROCESS

The Human Resources Department will draft the Proposed Resolution and send it to the Director of Management for approval and signature.

### COMMUNICATION TO THE SELECTED CANDIDATE

The Human Resources Department will contact the selected candidate to inform them of the outcome of the process, request the necessary documentation for hiring, and confirm the start date, contract signing date, and date of the mandatory initial medical examination. The date will preferably be communicated 15 days prior to the start date.

### ESTIMATED DURATION OF THE PROCESS

Publication of the offer: 10 calendar days.  
Pre-selection: 2 business days from the end of the recruitment phase. Merit scoring: 5 business days from the end of the pre-selection phase. Interview: 7 business days from the end of the merit scoring phase.  
Panel report: 1 working day from the end of the interview phase. Final decision: 1 working day from the end of the panel report phase. Publication: 1 working day from the end of the final decision phase.  
The duration of the phases is approximate and subject to change.

## **FREQUENTLY ASKED QUESTIONS ABOUT IDIVAL SELECTION PROCESSES**

### **WHAT ARE EXCLUSIVE REQUIREMENTS?**

These are the studies, specific work experience, specific training, ability to operate certain equipment, etc., without which you cannot apply for the job.

Failure to meet the exclusionary requirements or to provide the documentation required in the job application will result in the automatic rejection of the candidate.

All requirements must be accredited (certificates, degrees, etc.). They will not be accepted if they are only mentioned in the CV or cover letter.

### **WHAT ARE THE MERITS TO BE ASSESSED? CAN I APPLY FOR THE POSITION IF I DO NOT MEET THESE REQUIREMENTS?**

These are elements that are evaluated in the selection process because they are considered relevant to the performance of the job offered.

They are not exclusive, so it is not necessary to meet them in order to take part in the selection process.

The call for applications includes the scoring of these merits so that candidates know approximately how many points they can earn.

Merits not provided during the application process as requested in the job offer (degree, work experience, mention in the resume or cover letter, etc.).

### **ARE CANDIDATES INFORMED OF THE RESULTS OF THE PROCESS?**

Candidates who proceed to the interview stage will be notified by telephone. An email will be sent to candidates who are not selected.

The results are published in the selection process announcement on the IDIVAL website.

Finalists will be notified by telephone.

### **I AM INTERESTED IN MORE THAN ONE SELECTION PROCESS. SHOULD I REGISTER FOR EACH ONE?**

Yes. Each process is individual and only applications that are registered for that process and meet all the exclusionary requirements will be considered.

### **I HAVE QUESTIONS ABOUT THE OFFER OR THE RESULT. WHO CAN I CONTACT?**

You can contact the Human Resources department by email at [rrhh1@idival.org](mailto:rrhh1@idival.org) . Only queries sent via this channel will be addressed.

The selection and hiring of personnel falls within the scope of the Foundation's management, within the labor regime, and therefore does not constitute administrative acts that are subject to appeal.

**WHAT IF I AM NO LONGER INTERESTED IN THE JOB?**

If you are no longer interested in the job, you must notify the Human Resources department by email.

You may continue to apply for any other vacancies at the Institute.

**CAN I SUBMIT MY JOB APPLICATION BY EMAIL OR IN PERSON?**

No, only applications submitted through the Idival website will be accepted.

**CAN I MODIFY OR ADD DOCUMENTATION TO MY APPLICATION?**

You can modify your job application as long as the offer is active. Once the closing date has passed, no further modifications can be made.

If you wish to make changes, you must log in with the username and password you used to submit the application, which will have been sent to your email address in the application receipt. If you did not fill in the password section in your initial application, you can click on "recover password" and a new password will be sent to you via email.

**CAN SOMEONE ELSE SUBMIT MY APPLICATION?**

Job applications must be submitted by the person concerned. If you are unable to do so in person, a third party may register you provided that you provide authorization or consent.

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*In compliance with the provisions of Article 11 of Organic Law 3/2018, you are hereby informed that the entity responsible for processing your personal data is the FUNDACIÓN INSTITUTO DE INVESTIGACIÓN MARQUES DE VALDECILLA (IDIVAL). Your data will be processed to the extent necessary or convenient for the development of the legal relationship established between the parties. You may exercise your rights of access, rectification, erasure, objection, portability, or restriction of processing by contacting the IDIVAL FOUNDATION at the following address: AVDA. CARDENAL HERRERA ORIA, S/N 39007, SANTANDER. For more information, visit [www.idival.org/es/Política-de-Privacidad](http://www.idival.org/es/Política-de-Privacidad).*