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## PGC 8.1 RECRUITMENT AND SELECTION

MODIFICATIONS COMPARED TO THE PREVIOUS VERSION		
EDITION	DATE	REASON FOR CHANGE
01	12/02/2013	Initial version
02	01/10/2015	Adaptation of the procedure and flowcharts
03	04/10/2021	Updating of the process. Adaptation of the name SGIC to SAIC. Procedure for the recruitment of external staff is included.
04	20/09/2023	Complete revision of the SAIC in form and content. The procedure is renumbered (until now PGC10), it is homogenised with respect to PGC 8.1 EMU, the indicators are modified.
<div> <div> Elaborated:      <b>Director of Quality</b>  Date: 20/09/2023 </div> <div> Reviewed:      <b>Vice-Rector, Faculty and Research</b>  Date: 20/09/2023 </div> <div> Approved:      <b>Rector</b>  Date: 20/09/2023 </div> </div>		

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## 1. OBJECT

The purpose of this procedure is to establish the way in which the processes of selection and recruitment of staff, both teaching and non-teaching, are carried out, in accordance with the needs of the organisation, in order to optimise the efficiency and quality of the staff.

## 2. SCOPE

The scope encompasses all the Departments of the Universidad Europea de Canarias (hereinafter referred to as the University).


This procedure does not apply to commercial contracts.

## 3. RELATED DOCUMENTATION/APPLICABLE REGULATIONS

- ✓ Internal Quality Assurance System Documentation
- ✓ HR Policy
- ✓ Document 02 AUDIT International Model: Criteria and guidelines for the definition and documentation of Internal Quality Assurance Systems in Higher Education.
- ✓ Organic Law 2/2023, of 22 March, on the University System.
- ✓ VIII Convenio colectivo nacional de universidades privadas, centros universitarios privados y centros de formación de postgraduados (Spanish State Official Gazette 27 August 2019).

## 4. DEFINITIONS

- ✓ **Applicants:** Applicants for the post who meet the minimum requirements requested in the job description.
- ✓ **Competencies:** The harmonious interaction of the skills, knowledge, values, motivations, personality traits and aptitudes of each person that determine and predict the behaviour that leads to the achievement of the results or objectives to be achieved in the organisation. It is a set of attributes that a person possesses and allows him/her to develop effective action in a certain area.
- ✓ **Finalist:** candidate who, in addition to meeting the minimum requirements, is in a position to perform the work and duties described in the job profile offered.
- ✓ **Job profile:** Information about the job (duties and Competencies), and the requirements needed to be able to determine the best person for the job.
- ✓ **Teaching staff:** Staff of university teaching bodies and general or regulated education, who carry out teaching and research activities.
- ✓ **Non-teaching staff:** Non-teaching staff who make up the administrative, management and service structure of the university.
- ✓ **Welcome plan:** A set of actions aimed at new employees and which aims to establish a systematic framework for the reception and incorporation of new professionals into the organisation, thus favouring the rapid integration of the new employee and accompaniment during this process.
- ✓ **HR:** Human Resources.

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- ✓ **Applicants:** Persons applying to take part in the selection process for the post offered.
- ✓ **Job application:** Application containing all the job specifications, and in particular the minimum requirements to be indicated, so that the Human Resources Field can carry out an effective search and selection process for candidates.

## **5. DEVELOPMENT OF THE PROCESS**

Workforce planning is part of the processes of defining the University's strategic lines, is linked to the company's objectives and is defined in an annual budget.

The Pass budget includes the personnel expenditure in each Department, as well as the list of posts to be filled and the estimated date of incorporation.

The criteria for estimating teaching staff needs are based on criteria such as: Enrolment forecasts, the size of the groups set and teaching reductions due to research, management positions or other needs of the Centre and the specific needs that may arise during the year. Always taking as a reference the number and profile of teaching staff in terms of qualifications and Bachelor's Degree specified in the Verification Report for each of the Degrees.

Taking as a starting point the positions included in the approved budget and once the Head of Department has estimated the needs of his/her department for the following year, as well as any specific needs that may arise during the current year due to adjustments in the allocation of teaching or other situations in other departments, the application for the post is made through the computer application of the HR Department, pending approval by the Head of Department and the HR Department itself to start the process. The Head of Department will define the profiles of the new recruits in two stages:


1\_During the May-June period prior to the academic year in which these teachers join. 2\_During the whole academic year in the case of specific needs for other reasons.

The criteria for estimating the number of non-teaching staff are based on the criteria of the size of the Departments, new functions to be carried out or replacement of absences.

Once the preliminary work has been carried out, the Head of Department will proceed to fill in the "Job Application" form in the HR Department's IT tool available to the departments and with the prior approval of the Department in order to start the selection process.

This "Application for the post" details the characteristics that candidates must have in relation to:

1. Field of knowledge and subject/s to be taught
2. Bachelor's Degree and official accreditations

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3. Language level required
4. Professional experience required
5. Planned date of entry

The job application is forwarded to the relevant Field in HR who, after review, passes to the HR Management Board for approval.

### **Selection process**

The HR selection area contacts the Head of Department to offer (if necessary) the Curriculum Vitae with the profiles that match their requirements and, if necessary, to carry out an active search to guarantee the success of the process.

The Head of Department analyses the CVs provided by the HR department and those available to it in relation to its area of expertise and interviews those considered to be most suited to the profile requested, determining which candidates fit the required profile. Once selected, it notifies the Selection Field to conduct an interview of Competencies in order to ensure that the candidate meets the competencies required in the University in general and in any case make the financial offer, date of incorporation and type of contract, for the formalisation of the future contractual relationship and their incorporation as a member of the University.

In the case of teaching staff, when deemed appropriate, a test consisting of a teaching simulation can be carried out to assess their communication and teaching skills, etc. Similarly, language level tests may be carried out, either internally or through an external provider.


The Recruitment and Selection area conducts a personal interview with the candidates pre-selected by the Head of Department and sends him/her an assessment report on the results so that he/she can make a decision on the finalist candidate. Once the decision on the finalist has been taken, the Recruitment and Selection Field contacts the candidate to make the financial offer.

If the selected finalist does not accept the offer, the choice of another finalist will be reconsidered or the process will start again.

Once the selected finalist accepts the offer, the Selection Field communicates the closure of the process to the rest of the finalist candidates and collects the necessary documentation from the candidate to provide it to the personnel administration area so that they can proceed with the recruitment process.

### **New employee induction process**

All new employees must follow a welcome plan within the timeframe established by the organisation. The elements and actions that make up this plan are, among others, a welcome session carried out by the HR department and the assignment of a mentor by the Head of Department for the best and most efficient incorporation into their job and university life.

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## **6. SPECIFICITIES PER CENTRE**

### **School of Architecture**

NA

### **School of Social Sciences**

NA

### **School of Health Sciences**

NA

## **7. RESPONSIBILITIES**

- Process owner: Human Resources Department.

- Participants in the process:


- Human Resources Department:
  - ✓ Guarantor of the proper functioning of the mechanisms that have an impact on this procedure.
  - ✓ Responsible for the correct selection of the right candidate for the required position.
- Teaching and non-teaching Department Management Board:
  - ✓ Responsible for the academic resources necessary to guarantee quality teaching within the requirements of each Degree.
  - ✓ Responsible for the non-academic resources necessary to guarantee the quality of the processes in his or her Field.

## **8. INDICATORS**

- PGC 8.1-IND01: Ratio of closed vacancies.
- PGC 8.1-IND02: Ratio of open vacancies.
- PGC 8.1-IND03: Average number of days to close vacancy.
- PGC 8.1-IND04: Ratios of vacancies filled internally.
- PGC 8.1-IND05: Number of new PhD teaching contracts.
- PGC 8.1-IND06: Number of new PhDs in UEC teaching staff.

## **9. RECORDS**

The following records are generated in application of this procedure:

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RECORDS			
RECORD NAME	WHO ARCHIVES	SUPPORT	CONSERVATION TIME
Vacancy File	HR Dept.	Digital	3 years
Candidate Registration	HR Dept.	Digital	3 years

## **10. ANNEXES**

Not applicable