ACTION PLAN FOR HRS4R IN THE UNIVERSITY OF HUELVA

3. ACTIONS

The Action Plan and HRS4R strategy must be published on an easily accessible location of the organisation's website.

Please provide the web link to the organisation's HR Strategy dedicated webpage(s):

*URL: http://uhu.es/vic.investigacion/hrs4r/

Please fill in a sum up list of all individual actions to be undertaken in your organisation's HRS4R to address the weaknesses or strengths identified in the Gap-Analysis:

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
1. Update recruitment procedures to HRS4R criteria. *Analyse the UHU's recruitment procedures and modify them to align the OTM-R Recruitment policy, for example:* • *Modify the scales of the university's self founding recruitment offers, and those of researchers funded by research projects* • *Make that career breaks are not considered when evaluating a candidate's CV.* • *Provide interviewing*	*12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code) 16. Judging merit (Code) 17. Variations in the chronological order of CVs (Code)*	1Q-2024 3Q-2024	*Research and Knowledge Transfer Vice-Rectory; Management Office*	• *The recruitment handbook is published and is accessible by candidates and UHU's staff.* • *All job offers have guidelines for the evaluation of the selection committee.* • *100% of the Selection committees' members are acquainted with the OTM-R selection criteria, and have receive training.* • *100% of the rejected candidates receive feedback on their evaluation.*

training to researchers in charge of selection processes. *• Consider interviews as part of the selection process to give the candidate the opportunity to show other types of skills that may be useful for their professional performance.* *• Give feedback to rejected candidates in the selection processes.* *• Update the regulations by giving more training in selection processes to the members of the selection committee, giving, for example, more information on the law of administrative procedures.* *• Include relevant information in the welcome manual and on the website.* *• Publish the recruitment handbook online, translate it into English and reference it in job offers.*				
2. Offer tools for career development counselling. *• Develop guides and materials to explore career options*	*28. Career development* *30. Access to career advice*	*3Q 2024* *4Q 2024*	*Research and Knowledge Transfer Vice-Rectory;* *Management Office;*	• *Guide of career option published online* • *Organize an annual career development workshop. 90% of*

(including a document on career options, Guide to individual support, etc.) and publish them in an online space. • Offer training to researchers on career options, either from the group coordinators or from UHU. • Include relevant information in the welcome handbook and on the website.			Doctoral School	the R1 and R2 researchers should have attended at least one of the workshops. • Career development initiatives are included in the welcome manual.
3. Design a process for the evaluation of researchers hired by research projects. • To carry out an evaluation of the researchers recruited under research projects and those financed by the UHU self funded calls for proposals, providing them with a certification of the evaluation. • Include relevant information in the welcome manual and on the website. Develop regulations for the evaluation of postdoctoral researchers,	7. Good practice in research 11. Evaluation/ appraisal systems, 36. Relation with supervisors 37. Supervision and managerial duties 40. Supervision	1Q 2025	Research and Knowledge Transfer Vice-Rectory; Management Office	• Set a commission to define the evaluation templates for R2 non-permanent researchers. • 100% of non-permanent researchers are evaluated using these templates. • At least 70% satisfaction in the quality survey.
4. Design a Career Development Mentoring Programme for researchers. • Design a pilot mentoring programme in research career development and options for R2 researchers following the methodology developed in the Euraxess REBECA project. • Evaluate the pilot programme and	28. Career development 30. Access to career advice	1Q 2026 2Q 2026	Research and Knowledge Transfer Vice-Rectory; Doctoral School	• A pilot mentoring program for R2 researchers is performed • Once defined the final mentorship program will include 50% of the R2 researchers

make it available to all researchers who request it. • *Include relevant information in the welcome manual and on the website.*				
5. Promote measures to improve the stability of researchers. • *Insist on communication and centralize calls for employment both at the UHU and externally on the same web page.* • *Modify the filtering procedure in the selection of researchers registered in the employment exchanges so that candidates from similar thematic areas can be included in the selection procedures.* • *Include relevant information in the welcome manual and on the website..*	*23. Research environment* *24. Working conditions* *33. Teaching*	**2Q 2024** **3Q 2024**	*Research and Knowledge Transfer Vice-Rectory; Management Office*	• *Publish the new webpage* • *Number of offers published* • *After the modification of the selection criteria at the UHU job exchange portal, number of researchers with similar thematic areas recruited.*
6. Visualize the communication events developed by the UHU. • *Create a specific web page to inform about the communication activities developed by the researchers, and the communication events participated by the UHU.* • *Include relevant information in the welcome manual and on the website.*	*8. Dissemination, exploitation of results*	*2Q 2025*	*Communication Department*	• *Web page published* • *Number of visits to the webpage* • *Number of events annunces.*
7. Creation of the figure of the researcher's ombudsman	*34. Complaints/ appeals*	*4Q 2024*	*Ombudsman Department*	• *Number of complaints mediated by the ombudsman*

• *Delegate the functions of the researcher's ombudsman to current university ombudsman, detailing his functions and scope of action.* • *Make visible the existence of a student ombudsman as a conflicts' mediator between researchers.* • *Include relevant information in the welcome handbook and on the website.*				• *Number of complaints solved*
8. To make UHU infrastructures more visible. • *Create and publish a catalog of laboratory infrastructures and instruments at the UHU.* • *Visibilize accessible or underutilized infrastructures and laboratories on the La Rábida campus.* • *Include relevant information in the welcome manual and on the website.*	24. Working conditions	3Q 2025	*Vice-Rectory of Infraestructure supported by the Research and Knowledge Transfer Vice-Rectory*	• *Infrastructures catalogue published* • *Number of downloads to the infrastructures catalogue.*
9. Improve the internationalization of the UHU. • *Publish a greater number of job offers on international platforms.* • *Make international employment platforms more visible among researchers.* • *Translation of UHU's documents into English.* • *Include relevant information in the welcome manual and on the website.*	24. Working conditions 28. Career development	1Q 2024 1Q 2029	*Vice-Rectory of Internationalization; Management Office*	• *Number of job offers published in international platforms* • *Number of international researchers recruited* • *Number of visits to the most relevant translated documents*
10. Centralize the dissemination of intellectual property norms in a single webpage	31. Intellectual Property Rights	1Q 2025	*Research and Knowledge Transfer Vice-Rectory; Management*	• *-number of visits to the webpage* • *Number of downloads of UHU's intellectual property*

			Office; IT Department	norm • Increase in patent publication since the webpage is launched
• Include all the information in intellectual property in a single webpage to help researchers in the identification of research results patenting possibilities • *Include relevant information in the welcome manual and on the website.*				
11. Improve the conciliation between work and professional life • Write a norm on conciliation • *Include relevant information in the welcome manual and on the website.*	24. Working conditions	*2Q 2025*	*Management Office*	• *Number of UHU's researchers that apply for conciliatory measures*
12. Draft the welcome handbook. • *Draft and update annually the welcome manual (in digital version), available in Spanish and English.* • *To present its contents at the welcome sessions for new researchers.*	*All*	*1Q 2024* *3Q 2025*	*Management Office supported by Communication Office*	• *All researchers have been informed of the publication of a welcome handbook.* • *HR department inform to new contracted researchers about the existence of this manual when the contract is signed.*
13. Launch, awareness raising, communication in HRS4R and OTM-R and evaluation. • *Project kick-off.* • *Awareness-raising seminar for researchers and managers (e.g. in the framework of the annual researchers' conference).* • *Elaborate contents in Spanish and English for the HRS4R website.* • *Periodically evaluate the level of knowledge and involvement of researchers.*	*All*	*2024Q3* *2025Q3* *2026Q3* *2027Q3* *2028Q3*	*Research and Knowledge Transfer Vice-Rectory; Management Office*	• *All UHU's researchers have been informed about the awareness session and encourage to attend, either life or watching a video of the session.* • *All the documents generated plus other related documents were posted on the webpage.* • *The involvement of researchers increases in successive evaluations.*

The establishment of an Open Recruitment Policy is a key element in the HRS4R strategy. Please also indicate how your organisation will use the Open, Transparent and Merit-Based Recruitment Toolkit and how you intend to implement/are implementing the principles of Open, Transparent and Merit-Based Recruitment. Although there may be some overlap with a range of actions listed above, please provide a short commentary demonstrating this implementation. If the case, please make the link between the OTM-R checklist and the overall action plan.

In the Action Plan described above there are several actions that deal with specific elements of the principles of open, transparent, and merit-based recruitment.

Actions 1 and 13 address the provision and dissemination of guidelines that establish clear contracting procedures and practices.

With the publication of scientific employment announcements on EURAXESS and in other international academic platforms, UHU will guarantee the dissemination of job offers to a wider audience by increasing the internationalization of researchers. In addition, a special effort will be performed to attract researchers that belong to underrepresented groups.

The main actions that will be carried out to address the principles of the OTM-R will be

1. Define an OTM-R recruitment policy: include it in the quality manual the criteria described in C&C AND OTM-R» and

2: Launch, awareness, and communication on HRS4R and OTM-R ». The strengthening of researchers' knowledge about the principles of the C&C in UHU will include the dissemination of these principles at the institution, and the inclusion of the procedures in the Welcome meeting. These tasks will be implemented by the Research and Knowledge Transfer Vice-Rectory and the Management Office.

To assure the OTM-R principles, UHU will update its recruiting procedure including the C&C principles.

Based on the results of the OTM-R checklist, UHU will update the following actions:

1.   Advertising and application phase:

•   Update the recruitment regulations. Publish it online in English and Spanish.

•   Write and publish on the web, in English and Spanish, the norms for the recruitment of the researchers and the regulations for the incorporation of researchers

•   Make offers more accessible by publishing them on international portals.

•   To inform about the selection procedures.

2.   Evaluation and selection phase:
•   Include them in the scale's indications to favor access to vulnerable groups

•   Provide feedback to selected and unselected candidates.

3.   Appointment phase:

- Improve and communicate career development for researchers by publishing information in the website and at the welcome meeting,

- Monitor and assess whether the OTM-R system is being implemented. UHU will also adopt a quality control system that will check (internally) the whole recruitment process.

At the end, the OTM-R system will implement the following principles:

1. REVIEW CURRENT OTM-R POLICY, PRACTICES AND PROCEDURES

UHU will carry out an initial review of the current system.

2. DEVELOP AND PUT IN PLACE A REVISED OTM-R POLICY

The OTM-R policy will encourage external applicants by:

a) Providing clear and transparent information on the whole selection process, including selection criteria and an indicative timetable.

b) Posting a clear and concise job advertisement with links to detailed information.

c) Ensuring that the levels of qualifications and competencies required are in line with the needs of the position.

3. PUBLISHING THE OTM-R POLICY

The OTM-R policy will be published on the UHU's website. The OTM-R policy will be complemented with templates for the process.

4. QUALITY CONTROL SYSTEM

As mentioned, the whole recruitment process is administered by the HR staff in collaboration with the human resources committee, and both will review indicators and level of implementation of each proposed action.

5. ESTABLISH OR ADAPT AN INTERNAL OTM-R GUIDE

As mentioned, an internal guide setting out clear and explicit rules and procedures for the recruitment of all researcher positions, and their templates, scales, etc. will be available on the intranet following the European Framework for Research Careers, which identifies four broad career profiles for researchers (R1-R4).

The guide will address all the issues in the toolkit which sets out, in chronological order, the whole recruitment process, from the job advertising/application phase through to the appointment phase.

6. TRAINING AND AWARENESS-RAISING WITHIN THE INSTITUTION

Training sessions will be provided to all those who are involved in the recruitment process. Communication meetings will include updates regarding the use of the OTM-R guide.