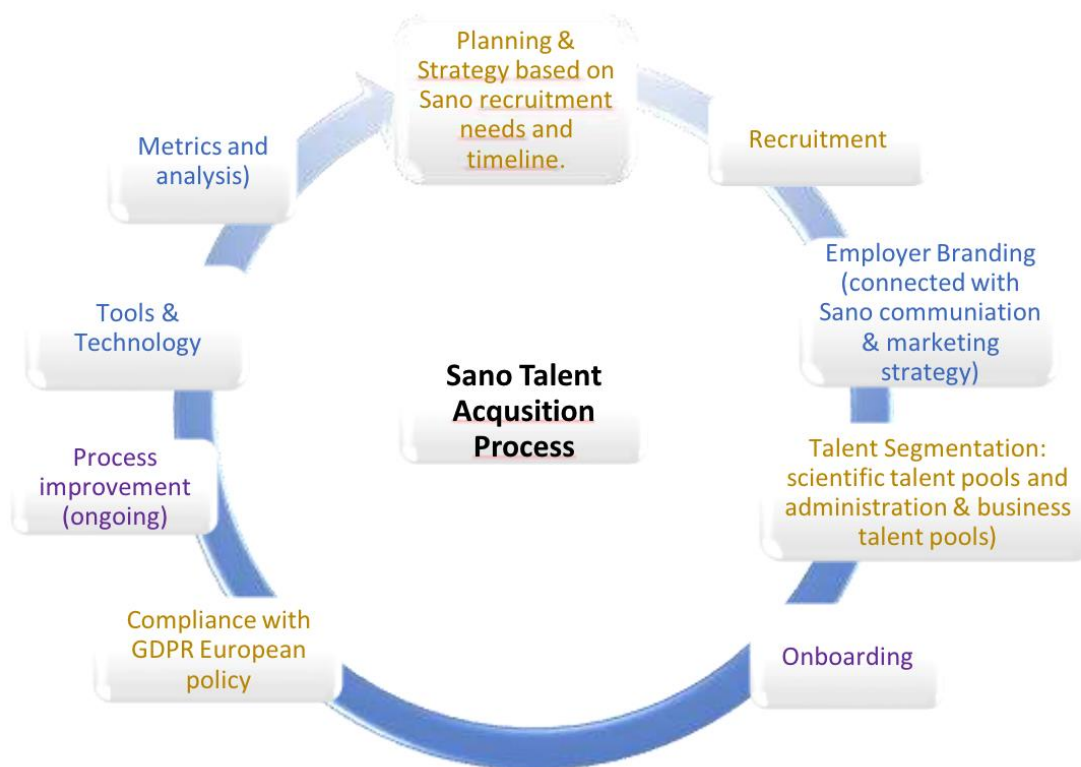


Recruitment policy

Sano recognises its employees as being fundamental to its success. A professional approach to recruitment and selection processes helps the Centre attract and appoint individuals with the necessary skills and attributes to fulfil the strategic aims and support the organisation's vision and values.



The Policy is that the best people are recruited on merit and that the recruitment process is conducted in a manner that is systematic, efficient, and effective and is free from bias and discrimination.

To provide open, transparent and internationally accessible career development opportunities, the Centre endorses follows and implements The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers.








The whole recruitment process is based on respect and non-discrimination and exemplifies the Centre's role as an equal-opportunity employer. Sano values diversity and affirms the rights of every qualified applicant to receive consideration for employment without regard to race, colour, religion or belief, sex, gender identity or expression, national origin, language, sexual orientation, disability, age, political opinion, social or economic condition. To keep this statement alive Sano employs a body called the Recruitment Committee (dedicated and rotating for different recruited roles), which includes men and women representation from different areas of expertise or departments

(like Human Talents, science, business, and operations). When recruiting for scientific roles, the Recruitment Committee always consists of at least two PhD-level scientists from Sano. To ensure that no biases influence the selection process, all candidates competing for a particular position are asked the same questions. With the help of University of Sheffield, Sano Human Talent team has prepared a comprehensive interview assessment sheet which is meant to judge ‘merit’ in a way that leads to the best candidate being selected.

Candidates can apply for a specific open role announced on the Sano website and other relevant job boards or just send an application for a future recruitment process. Sano uses a fully GDPR-compliant Automated Tracking System called elevato, which covers key metrics and supports tracking recruitment activities.

In order to standardise the recruitment process for all applicants Sano takes the steps presented below:

Sano standard selection process.

-  Creating job profile and applying online
-  Analysing application documents (CV) and other if required (human talent and hiring manager)
-  Phone-screening of the most adequate candidates with relevant experience (human talent team)
-  Arranging face to face or video meetings with selected candidates with direct decision maker (hiring manager) and human talent representative
-  Arranging a site meeting interview if required with a team / team fit
-  Making an offer to the selected candidate (hiring manager or human talent team)
-  Sending thank you emails to other interviewed candidates as soon as selected candidate accepts the offer (human talent team)

Recruitment process for ad hoc (speculative) candidate application procedure.



Candidate sends application to database for future recruitment process



Sending a thank you email to a candidate with request about pointing out which roles (area of interests) candidate would be interested in and information package about possibility to follow Sano social media activities (or signing up to a newsletter if possible)



When an adequate role appears at Sano making an update with candidate or pool of candidates who declared their interests in Sano future recruitment processes (according to GDPR rules)



The standard selection process is applied since that moment.

On every occasion, competitions for scientific positions at Sano are conducted internationally and promoted at least on the Sano website as well as Euraxess, to ensure the biggest possible candidate outreach.