

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 ensures 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.

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.

Application

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.

The application documents are limited to those which are really needed to make a fair, transparent and merit-based selection of the applicants – in most cases only resume and a cover letter (in special cases, additional required documents are always listed). Moreover, in cases where certain documents are legally required, applicants are allowed to make a declaration in which they engage to provide the proof after the selection process is concluded.

The primary way of submitting an application to Sano (including all documents) is via an online Applicant Tracking System *elevato*. All applicants receive an automated e-mail acknowledging that their application has been received, however only selected candidates are invited for the interviewing phase (following an application review performed by Sano Human Talent team and the Recruitment Committee).

Selection

To keep the selection fair and merit-based, Sano recruitment processes are overseen by a body called the Recruitment Committee (dedicated and rotating for different roles), which includes male and female 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. When possible and relevant, experts or observers from partnering institutions are also invited to take part in the works of Committees.

To ensure that no biases influence the selection process, all candidates competing for a particular position are asked the exact 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.

Same Recruitment Committees oversee all steps of a particular process, from initial screening, through all interviews with candidates and until the final decision-making stage and offering a position to a candidate. At all stages, RCs work closely together with Human Talent team.

Below listed are coherent criteria taken into account in every recruitment process:

“Criteria Questions”- to be asked of all candidates	Comments	Required level of performance/ability:
Criteria to be measured: Question: Motivation in the study		Met <u>(5)</u> /Not Met (1)
Criteria to be measured: Question: Relevant skills (like software development etc.)		Met <u>(5)</u> /Not Met (1)
Criteria to be measured: Question: Soft skills		Met <u>(5)</u> /Not Met (1)
Criteria to be measured: Question: Describing previous experiences		Met <u>(5)</u> /Not Met (1)
Criteria to be measured: Question: Communication		Met <u>(5)</u> /Not Met (1)
Candidate - Specific Questions		
	Total Score	

Appointment

All applicants receive an automated e-mail acknowledging that their application has been received. All interviewed candidates (including both phone interviews with Human Talent and formal online/onsite interviews with the Recruitment Committee) receive detailed feedback at the end of the recruitment process, including detailed reasons for rejection.

If a candidate has agreed for personal data processing for future processes during the initial application, Sano Human Talent team stays in touch with candidates to inform them should a suitable vacancy appear.

In case of any questions, doubts or complaints, contact details of Sano Human Talent team members are available on sano.science website in Career page.