

# RECRUITMENT AND SELECTION PROCESS (OTM-R)

**CASE 1**

**STRUCTURAL**

**CASE 2**

**LASTING MORE THAN  
ONE YEAR**

**CASE 3**

**LASTING LESS THAN  
ONE YEAR**

## REQUIRED DOCUMENTS



- a) Resolution of the Call for the job by the management (P01.003)
- b) Announcement of the Call CASE 1/2 (P01.004) CAS 3 (P01.005)
- c) Rules of the Call CASE 1 (P01.006)
- d) Application form CASE 1/2 (P01.007) CASE 3 (P01.008)

## ADVERTISING AND APPLICATION PHASE



MINIMUM 10  
WORKING DAYS

CALL

- On EURAXES WEB AND OTHER MEDIA: b) c) if applicable and d)
- On the CED WEB a) b) c) if applicable and d)

RESULTS

- On the CED WEB the LIST OF ADMITTED AND EXCLUDED (P01.009). This list will be also emailed to all participants of the Call

SHORTLISTING

TIME TO CORRECT DEFECTS 5 WORKING DAYS

## EVALUATION AND SELECTION PHASE



BETWEEN 7 AND 15 WORKING DAYS

SHORTLISTING CANDIDATES

TIME TO CORRECT DEFECTS 5 WORKING DAYS

- Configuration of the Evaluation and Selection Commission (CAS)
- Sign a confidentiality agreement (P01.010.1)
- Distribution of recommendations OTM-R (P01.010.2)
- Distribution of the announcement of the call with the requested requirements and, if applicable, the rules of the call
- The commission may request additional documentation within a maximum of 5 working days
- The evaluation can have 1 or 2 phases
  - Assessment on merits (only)
  - Assessment on merits + interviewing (will be specified in the list of admitted) or on a second list of those selected for the interview.
- CAS resolution of the selected candidate

5 WORKING DAYS FOR CLAIMS

## APPOINTMENT PHASE

by the candidate (P01.011)



## SIGNATURE OF THE CONTRACT

by the director where the date of incorporation will be specified (P01.012)



MAR 21

TIME TO SIGN THE CONTRACT 10 WORKING DAYS