

# RECRUITMENT PROCESS

1

## PI/ AREA MANAGER

The person in charge of the cost centre that will finance the hiring must fill in the hiring application document . Once completed and signed, the original must be handed in to the Human Resources manager (rrhh@irbllleida.cat)

2

## HUMAN RESOURCES

Revise the hiring application document and assure that the balance of the project that will finance the contract is sufficient

3

## MANAGEMENT

Authorise the application

4

## HUMAN RESOURCES

Fill in the job vacancy form and publish it across different internal and external communication channels

5

## SELECTION COMMITTEE

- Receipt of Applications
- Evaluation of candidates
- Interviews
- Communicate the details of the selected person and the expected date of incorporation by e-mail to the Human Resources Unit

6

## HUMAN RESOURCES

- Award Report
- Publish the resolution on the website
- Send the rejection letter to the other candidates
- Process the hiring
- Incorporation and welcome