

Protocol dealing with the contents and publicity for advertising job openings at the Institut de Física d'Altes Energies

1. Article 1. Contents of the advert

All adverts will include, at least, the following information:

- a) Number of open positions.
- b) Job description and/or requirements and qualifications of the candidates.
- c) Type of labour contract offered, including the length of the contract.
- d) Full information of the documentation to be included in the application, as well as to where it should be presented.
- e) An statement of IFAE's commitment with the principles of non-discrimination and equal opportunities.
- f) An statement as to whereby applying to the job position the candidate gives his/her consent to IFAE to treat the personal data thus provided, and the commitment of IFAE to treat them according to the data protection legislation that may apply.
- g) The opening and closing dates to submit applications, an estimate ending date of the selection process, and an estimate starting date of the contract. Candidates must have at least a week to submit their applications following the publication in the media established in Sections a), b), and c) of article 2.
- h) Information about the criteria that will be used to evaluate the applications.
- i) Contact data to submit any question or request of further information in relation with the job opening.

Article 2. Publicity of the advert

The advert will be published in:

- a) The site established for this purpose at IFAE's website.
- b) Research positions will also be published at the European Commission's "Euraxess" portal.
- c) Non research positions will also be published at Generalitat's "Feina Activa" portal.
- d) Any other media that might be deemed suitable. In this case, the advert may not include the required minimum contents, but it must refer to IFAE's website to obtain the full information.

IFAE's Governing Board, July 2018