



RECRUITMENT & SELECTION AT THE UNIVERSITAT AUTÒNOMA DE BARCELONA

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UAB

Universitat Autònoma de Barcelona

Human Resources at the UAB



REASONS FOR OFFERING A STAFF VACANCY:

- Transfer or promotion of the occupant to another position
- Retirement of the occupant
- Occupant on leave
- Total permanent disability or death of the occupant
- New position – a newly created position established by management.

PRINCIPLES APPLIED FOR THE SELECTION OF STAFF TO THE PUBLIC SECTOR:

- **EQUALITY**
- **CAPACITY**
- **MERIT**

UAB as a unionised organization

At the UAB, as part of the public sector, internal agreements have been drawn up for the selection of internal public sector employees of the university in which these basic principles are upheld.

ONCE THE NEED TO OFFER A POSITION HAS BEEN IDENTIFIED:

-Planning unit works on JOB ANALYSIS:

-**JOB DESCRIPTION** → Information about what the job entails (nature of work, responsibilities, tasks)

-**PERSON SPECIFICATION** → Qualities, attributes and characteristics required in a person to carry out this particular job.

-INTERNAL RECRUITMENT always takes priority

STAFF CATEGORIES AT THE UAB

TEACHING AND RESEARCH STAFF (PDI)

ADMINISTRATION AND SERVICES STAFF (PAS)

PUBLIC SECTOR EMPLOYEES

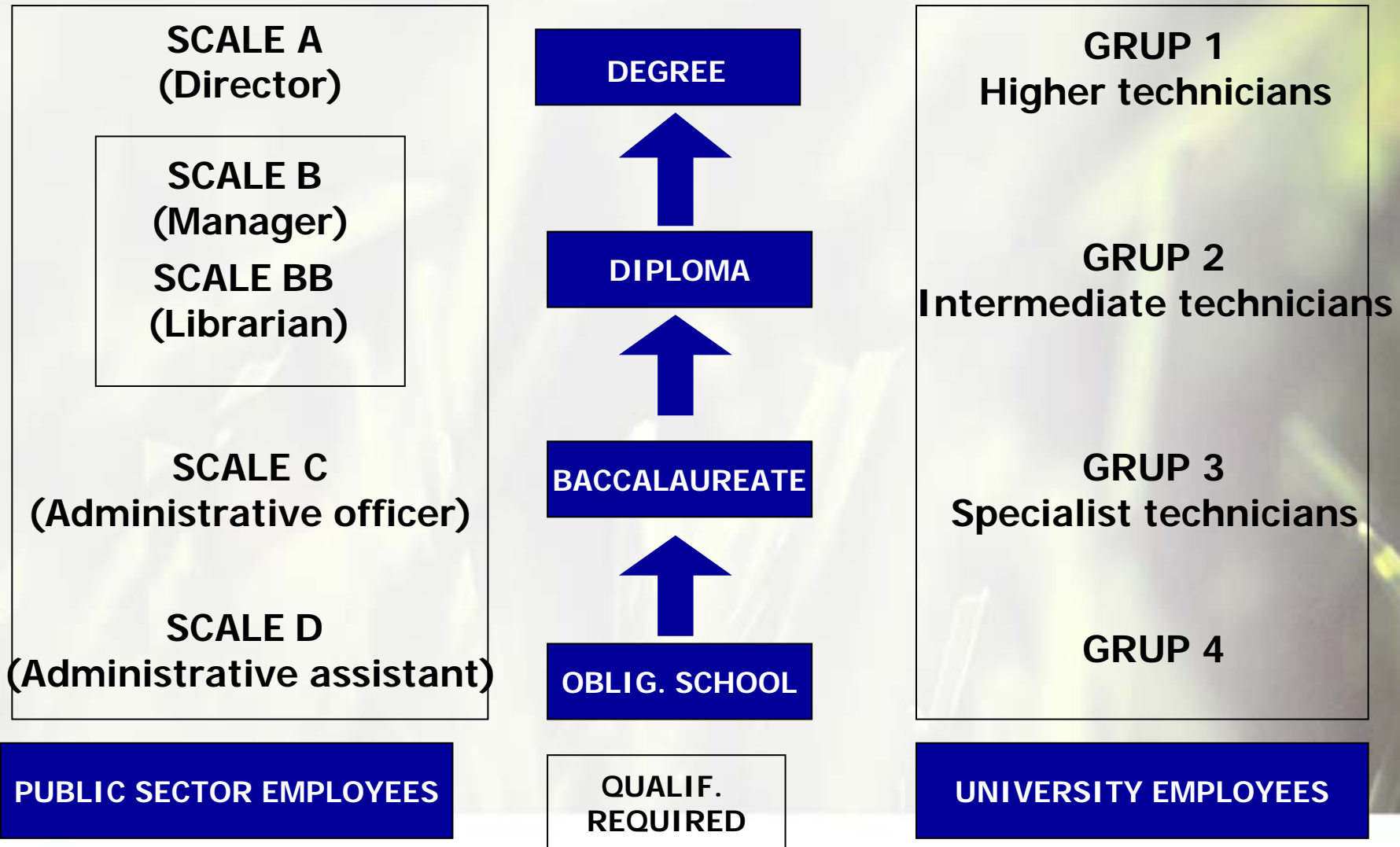
UNIVERSITY EMPLOYEES

Civil Service Law (1997)

5th Agreement of the Catalan
Public Universities (2007)

EBEP – Basic Statute for Public Employment
(2007)

PAS CATEGORIES STRUCTURE



CLASSIFICATION OF EMPLOYMENT POSITIONS

PUBLIC SECTOR EMPLOYEES

- A: levels 22 to 30 (Directors and TSSR)
- B: levels 19 to 24 (Managers and Arch. And lib. assistants.)
- C : levels 16 to 22 (Administrative Officer)
- D : levels 16 to 18 (Administrative Assistant)

UAB EMPLOYEES

- Different letters stands as different complements in payment depending on the level of responsibility

Some data from last year:

PUBLIC SECTOR EMPLOYEES

- INTERNAL POSITIONS OFFERED - 144
- EXTERNAL POSITIONS OFFERED - 128

UAB EMPLOYEES

- INTERNAL POSITIONS OFFERED - 49
- EXTERNAL POSITIONS OFFERED - 16



AVAILABILITY OF EMPLOYMENT POSITIONS
Selection and promotion

UAB

Universitat Autònoma de Barcelona

SELECTION COMMITTEES

Composition:

Public sector employees:

- President
- First ordinary member
- Scale representative
- Unions representative
- Secretary

UAB employees:

- President
- First ordinary member
- Second ordinary member
- Unions representative
- Unions representative
- Secretary

PUBLIC SECTOR EMPLOYEES

TRANSFER

Basic level

- Length of service UAB max. 4 points
- Length of service in job max. 4 points

Upper to basic level

- Length of service UAB max. 4 points
- Length of service in job max. 4 points
- Training max. 4 points
- Adaptation max. 4 points

PUBLIC SECTOR EMPLOYEES

PROMOTION

Within the same scale

- | | |
|---------------------------------|---------------|
| •Length of service UAB | max. 3 punts |
| •Length of service in job | max. 3 points |
| •Training | max. 4 points |
| •Adaptation | max. 5 points |
| •Suitability (test + interview) | max. 5 points |

To administrative scale

Minimum 2 years on previous scale

UAB CONTRACTED EMPLOYEES

Recruitment process must follow this order:

INTERNAL RECRUITMENT

- Transfer
- Reincorporation on following leave
- Promotion

EXTERNAL RECRUITMENT

- New employees

UAB CONTRACTED EMPLOYEES

1- TRANSFER

- Length of service UAB max. 3 points
- Appropriate training in job max. 1 point
- School age children or other family considerations max. 1 point

2- REINCORPORATION FOLLOWING LEAVE

All Catalan public universities

UAB CONTRACTED EMPLOYEES

3- PROMOTION

- | | |
|------------------------|-----------------|
| •Length of service UAB | max. 0.5 points |
| •Experience | max. 0.5 points |
| •Qualifications | max. 2 points |
| •Test | max. 4 points |
| •Interview | max. 2 points |

4- NEW EMPLOYEES

- | | |
|------------|-------------|
| •Test | } 10 points |
| •Interview | |

AND FINALLY...

Any questions?

Don't hesitate to contact me at:
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