



CEU GENERAL PERSONNEL SELECTION POLICY

CORPORATE PEOPLE MANAGEMENT

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CEU GENERAL PERSONNEL SELECTION POLICY

CEU General Personnel Selection Policy is defined bearing in mind the Institution's Mission, Vision and Values, and aligned with the current Strategic Plan.

In an increasingly competitive and globalized environment with an unavoidable impact of technology, the **mission** of the Personnel Selection unit is to search for and select the best professionals, with a command of languages and international projection, competent with new technologies and with values in line with those of our Institution.

The **Vision** of the unit is focused on providing the Institution with an excellent, high-performance human team, motivated and aligned with the Foundation's mission, which will allow us to establish ourselves as the first national reference in education and training, and to expand internationally.

The Selection Policy is governed by Principles inspired by our ideology and the values that define an **Excellent CEU: Quality, Transparency, Meritocracy and Objectivity**.

Principles of Meritocracy, Universality and Objectivity

- **Meritocracy:** selection processes will be based on meritocratic standards such as qualifications, skills, knowledge and, in general, competencies, acquired through experience or understood as individual and collective skills and abilities. The systematic and objective analysis of the position to be filled and the work environment guarantees that the requirements demanded in the selection process are those that are really necessary. CEU excludes the evaluation of extracurricular aspects not strictly related to the job and/or these standards.
- **Universal recruitment:** recruitment processes shall include all professionals who fit the required profile, without exclusions of any kind that limit the effectiveness of the process. Recruitment shall reach the largest possible number of candidates, publicly promoting job offers through various channels, favoring competitive competition and participation.

- **Internal mobility:** CEU is committed to the functional mobility and horizontal and vertical development of its employees. To this end, it will facilitate their participation in selection processes through the internal publication of available vacancies in IntraCEU, ensuring equal participation of all candidates.
- **Objectivity:** the CEU Personnel Selection System will use qualitative and quantitative evaluation methods in order to increase the objectivity of the processes. In some cases they will work in a complementary manner and, in others, redundantly, in order to minimize possible errors in the measurements. Decision-making should be guided by formalized rules that minimize subjectivity and avoid the undesired influence of contingencies on the selection process. Specific and explicit criteria should be used for the evaluation of applications, defined in advance, discouraging the use of informal information for the evaluations.
- **Reliability and Validity:** the evaluation techniques and tools to be used must follow contrasted validity and reliability criteria. The tools to be used should be adjusted to the job to be filled and should not be used indiscriminately. There are no perfect selection tools and errors in decision making can never be avoided. However, the decisions made through these instruments will mitigate the margin of error over time.

Principles of Equality, Fairness and Equity

- **Non-discrimination and Equality:** CEU will guarantee non-discrimination on the basis of gender, race, social status, disability or any other personal, physical or social condition. Non-discrimination will be respected and promoted in the evaluations respecting the candidate's privacy.
- **Treatment of referenced candidates:** any family ties, interest or personal influence by third parties will not alter the objectivity of the process. Any interest in a candidate will only be considered in terms of absolute equality in the fulfillment of the requirements for the position.

- **Conflict of interest:** A CEU employee who has or has had a personal relationship with a job applicant or candidate, or who has had any other type of non-job related contact, may not participate in the evaluation process, avoiding a potential conflict of interest. The person must inform the Corporate People Management of his or her situation and decline to participate.
- **Consistency:** all those being evaluated must be treated in the same way, going through the same selection process, the same tests, under the same conditions and being evaluated under the same selection criteria; in the same way, differential advantages that may be produced by the possession of privileged information, prior knowledge of tests, procedures and/or selection tools by those being evaluated must be avoided. All must have the same knowledge of the process they are facing.

Quality and Transparency Principles

- **Quality:** CEU Personnel Selection System is designed following quality standards and taking as a reference the international ISO 10667 Standard for the Evaluation of People in Work Contexts. The System is composed of a set of procedures, guidelines and formats that guarantee homogeneity of criteria, unification of processes, assignment of roles and determination of obligations and responsibilities of the parties involved. It is the duty of all persons involved in the selection of personnel to follow the established procedures, guidelines and formats, according to their role and/or responsibility.
- **Transparency:** CEU Personnel Selection System will be subject to administrative and process controls through internal and external audits that verify the transparency of the processes and the follow-up of the defined procedures.

Principles of Legality, Professionalism and Confidentiality

- **Protection of minors:** according to Law 26/2015, of July 28, on the modification of the system for the protection of children and adolescents, which has modified Organic Law 1/1996, of January 15, on the Legal Protection of Minors, partially modifying the Civil Code and the Civil Procedure Law, it will be.

requirement for access and exercise of professions, trades and activities involving regular contact with minors, not having been convicted by final judgment for any crime against sexual freedom and sexual indemnity, including sexual assault and abuse, sexual harassment, exhibitionism and sexual provocation, prostitution and sexual exploitation and corruption of minors, as well as human trafficking. To this effect, any person seeking access to such professions and/or activities in CEU centers, must prove this circumstance by providing a negative certification from the Central Registry of sex offenders.

- **Protection of personal data:** the processing of personal data is an activity regulated by law. CEU is committed to strict compliance with the requirements of current regulations on data protection. To this end, practices in the use and handling of personal data must adhere to the protocols defined by the General Secretariat of the San Pablo CEU University Foundation. As a principal measure, resumes are only allowed to be entered through the Candidate Portal, which is accessed from the different web pages of the teaching centers and the Foundation. Any curriculum vitae that is not registered in the Candidate Portal must be deleted.
- **Law for the Social Integration of the Disabled:** Royal Legislative Decree 1/2013, of November 29, 2013, approving the revised text of the General Law on the Rights of Persons with Disabilities and their Social Inclusion, establishes the objective of guaranteeing the right to equal opportunities and treatment, as well as the real and effective exercise of rights by persons with disabilities on an equal footing with other citizens, through the promotion of personal autonomy, universal accessibility, access to employment, inclusion in the community and independent living and the eradication of all forms of discrimination. The Selection Policy is committed to compliance with the Law, and therefore must facilitate the necessary measures to ensure it.
- **Confidentiality:** scrupulous confidentiality of the information obtained in the selection processes must be maintained. The persons participating in the selection processes, whether they are evaluators or not, and who for reasons of the task performed have access to confidential information, shall be obliged not to disclose the information to third parties and to take the necessary measures and due precautions to avoid its uncontrolled circulation.



- **Professionalism:** all persons participating as evaluators in CEU selection processes must accredit training, knowledge and skills appropriate and proportionate to the performance of the evaluation activity. Likewise, CEU's Corporate People Management will be responsible for providing the training, knowledge and assessment guidelines necessary to qualify all persons involved in a process of assessing people in the work context.