

RECRUITMENT AND SELECTION IN PUBLIC ADMINISTRATION



RECRUITMENT AND SELECTION IN PUBLIC ADMINISTRATION

1 Recruitment is, as a rule, carried out through an open competition-procedure restricted to employees with an open-ended public employment contract.

2 The opening of a procedure for the recruitment of a candidate with an open-ended public employment contract or without an employment relationship with the Public Administration is only allowed upon authorization, and when it is impossible to fill the job with a worker with an open-ended public employment contract.

3 Based on the sectoral recruitment proposal, which includes the jobs to be filled through the recruitment of workers without a prior public employment relationship, the members of the Government responsible for finance and public administration approve the annual global consolidated map of authorized recruitments, after the State Budget comes into force each year.

4 Jobs may also be filled through mobility.

5 In open competition procedures to which candidates without a previous public employment relationship are admitted, the legal quota of 5% of existing vacancies reserved for people with disabilities (60% or more degree of functional incapacity) is applied.



ASSUMPTIONS IN RECRUITMENT

Existence of a job on the public employer staff list

Current or foreseeable need (e.g. to establish a reserve recruitment list) to occupy it

Budgetary availability

Impossibility to fill the job through mobility

The non-existence of a reserve list



RECRUITMENT COMPETITION PROCEDURE MODALITIES

Common, whenever it aims the immediate or future filling of estimated and unoccupied jobs in a public employer's staff list.

Centralised, for the formation of recruitment reserves for future use by a set of public employers.

It is carried out by the Directorate-General for Administration and Public Employment, as the Centralised Recruitment Entity (CRE).



COMMON COMPETITION PROCEDURE

1 The decision to open a common competition procedure shall be taken by the top manager of each organisation considering the strategy, the objectives set out, the organic units' competences, and the available financial resources.

2 Prior to the opening of any procedure for the recruitment of a worker for an open-ended or fixed-term contracts, without prejudice to the mobility regime, the public employer's top manager must carry out a prior recruitment procedure of workers in a professional valorisation situation for the functions or jobs in question.

3 The recruitment is also conditioned to the existence, in the organisation in question or in the CRE, of candidates in a recruitment reserve for the job(s) to be filled.

4 It is the responsibility of the organisation's top manager to appoint the selection board, which is liable for all the recruitment procedure. By his/her decision the procedure may be partly carried out by a specialised public or private entity.

5 Open competitions are compulsorily published in the Official Gazette, on the dedicated recruitment platform, as well as on the organization's webpage.

They may also be published through other means of dissemination.



APPLICATIONS

1 The competent authority to authorize the holding of the open competition indicates, in each case, the opening date and the deadline for the submission of applications.

2 Once the deadline for submitting applications has expired, the selection board verifies the documents submitted by the candidates to confirm the fulfilment of the requirements for admission to the procedure.

3 Applicants will be notified to carry out the hearing of interested parties, preferably via electronic platform or e-mail.

4 A hierarchical or tutelary appeal may be lodged against exclusion, but without suspensive effect of the procedure.

5 Once the elements submitted by the candidates have been verified and these ones notified, the selection methods phase begins.



GENERAL ADMISSION REQUIREMENTS

The candidates shall be at least 18 years of age

Physical robustness, aptitude and psychological profile

Nationality is not, as a rule, a requirement for the performance of public duties

To hold the education level and training required for the job

Not be inhibited from exercising public functions



COMMON RECRUITMENT PROCEDURE PHASES

Opening

Decided by the organisation's top manager.

Publicising

In the Official Gazette.

On a dedicated recruitment platform.

On the organizations' website.

In a nationwide coverage newspaper.

Selection methods

Mandatory.

Complementary.

Guarantees

The right to appeal is ensured.

Recruitment area

Open to all candidates who meet the general and specific requirements.

Selection board

Set up to conduct the recruitment procedure until the final ordering of approved candidates has been issued.

Final candidates' list

Candidates' ordering is unitary irrespective of the selection methods applied.

The General Labour Law in Public Functions determines which are the mandatory selection methods to apply according to the candidates, which must be indicated in the competition notice.

MANDATORY SELECTION METHODS

OPEN-ENDED CONTRACT
Knowledge tests
Psychological assessment
External Access

OPEN-ENDED CONTRACT
Knowledge tests
Internal Access
[without the same category
and/or functional identity]

OPEN-ENDED CONTRACT
Curriculum assessment
Internal Access
[with the same category and
functional identity]

SHORT-TERM CONTRACT
Curriculum assessment



COMPLEMENTARY SELECTION METHODS

To be determined by the organisation responsible for the procedure

The mandatory selection methods may also be used as complementary ones

Physical tests

Specific training course

Competence assessment by portfolio

Medical examination



CENTRALISED RECRUITMENT

Centralised Recruitment (CR) is a strategic tool that allows overall planning and recruitment on a multi-annual basis according to the needs identified by each government area.

The main purpose is the setting up of a recruitment pool to meet the needs of a range of public employers as well as to provide Public Administration with qualified human resources, safeguarding merit, efficiency, and transparency.

The Directorate-General of Administration and Public Employment, in its capacity as the centralised recruitment entity (CRE), is responsible for carrying out the CR.



CENTRALISED RECRUITMENT PROCEDURE

1

Opening

Decided by order of the members of the Government responsible for finance and public administration.

2

Recruitment area

Open to everyone that complies with the general and specific requirements.

3

Publicising

In the Official Gazette.

On the dedicated recruitment platform.

On the centralised recruitment entity website.

The CRE publishes the competition notice of the centralised recruitment procedure.

4

Selection board

Appointed by the CRE top manager to be responsible for all centralised recruitment.

5

Applications

The applications submission, as well as all communication and notifications, are carried out by electronic means, on the platform dedicated to the CR

Excluded candidates shall be notified for the hearing of interested parties



CENTRALISED RECRUITMENT PROCEDURE

6

Selection methods

Knowledge tests

Psychological assessment

8

Approval of the final ranking list

The final ranking list is submitted to CRE's top manager for approval after the hearing of interested parties

After approval, it is published on the platform dedicated to Centralised Recruitment.

An administrative appeal may be lodged against the list's approval.

7

Recruitment pool final ranking list

It is presented in descending order of the successful candidates' ranking on a scale of 0 to 20.

All candidates are notified for the hearing of interested parties.

9

Establishment of the recruitment pool

The recruitment pool integrates approved candidates for each professional profile, as per their ranking. The recruitment reserve is valid for an 18-month period as of the final ranking list approval date.



PLACEMENT OFFER PROCEDURE

1

Use of the Recruitment Pool

Public services top managers who intend to recruit workers with the professional profiles identified in the recruitment pool shall communicate that intention to the CRE, accompanied by information on the placement offer.

2

Placement offer publicising

CRE publishes the placement offers, indicating:

The public services that intend to recruit;

The number and characterisation of each job;

The workplace.

3

Expression of interest

Candidates express on the platform dedicated to the CR, within three working days as of the jobs publicising, their preferences regarding the public bodies and services whose needs have been publicised.

4

List of candidates to be interviewed

Taking into account the expressed preferences, CRE draws up a list of candidates ordered by reference to the final ranking list.

5

Interview

Public bodies or services summon the candidates for a skills appraisal interview, successively in the order of their ranking on the list and, whenever possible, in a number three times higher than the number of jobs to be filled.

The weighting of the skills appraisal interview for the final evaluation is 25%.



PLACEMENT OFFER PROCEDURE

6

Candidate's notification

All candidates taking part in the skills appraisal interview are notified of the placement offer list for the hearing of interested parties.

7

Approval of the placement offer list

After the hearing of interested parties, the placement offer list is approved by the top manager of the entity responsible for recruitment.

This act may be subject to administrative challenge.

8

Taking up duties communication

Public services communicate to the CRE the conclusion of an employment contract in public functions or the signing of a term of acceptance after the placement offer conclusion, for the purpose of exclusion from the recruitment pool final ranking list.



September 2023