What each person sees

The screens of the channel, with sample data

INSTITUTIONAL FRAMEWORK UNIVERSITY OF LEÓN — HRS4R

This manual corresponds to the application used to manage calls for the selection of research staff (Group I) or technical staff (Group I and Group III) at the University of León under the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (HR Excellence in Research Award).

The screens, in the order in which they appear throughout a call. The images were taken by opening the forms and the panel and filling them in with a fictitious call.

This is an unofficial translation of the Spanish manual, which prevails in the event of any discrepancy. The management panel is an internal tool and is available in Spanish only.

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Section 1 · The principal investigator

The call proposal form, form 17.1

The PI opens it with the link provided by the managing unit, ending in `?impreso=17.1`. It is always the same link and opens without a Google account.

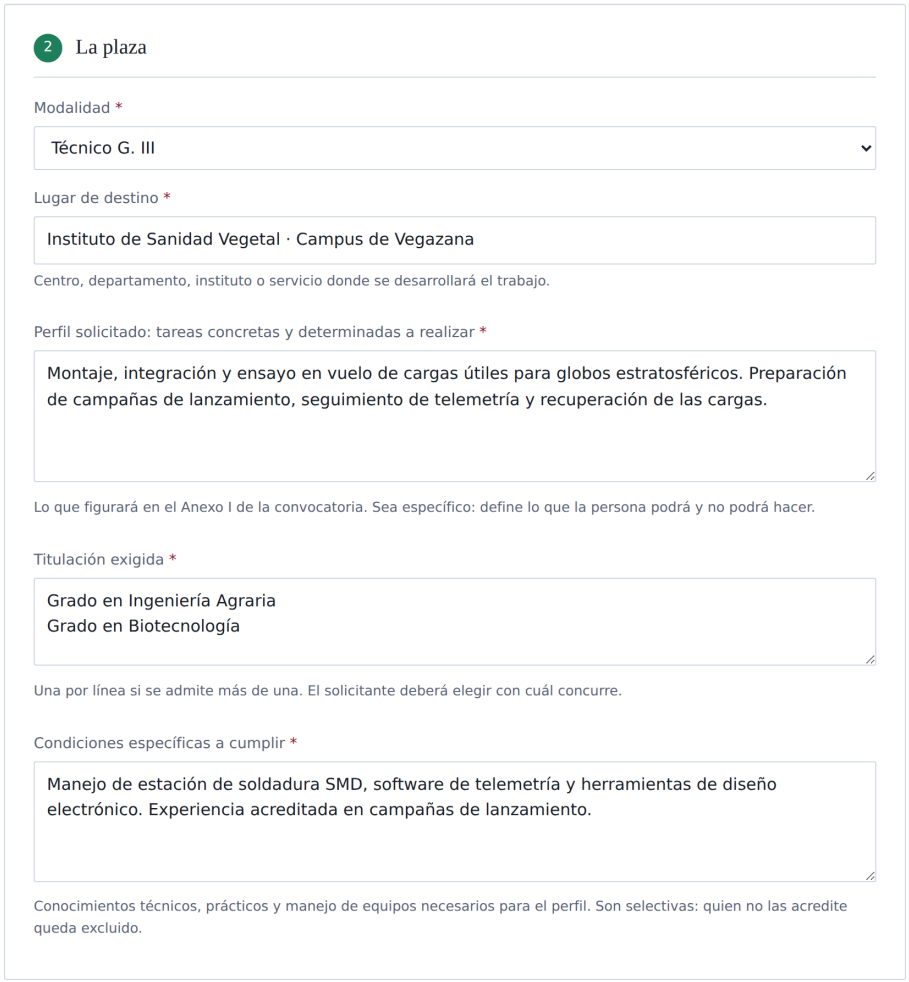
1. Opening the form



Institutional header and first block. There is no deadline notice: a proposal may be submitted at any time.

This form is only available in Spanish: it is used by University staff.

2. The position



Profile, qualification and specific conditions. They are published verbatim in Annex I of the call.

3. The acknowledgement



The reference of the proposal, which is worth noting down. Two messages are sent at once: one to the SGI and a copy to the PI.

Section 2 · The SGI, prior review

The first step: checking that the proposal is properly drawn up

Notice of every new proposal reaches `sgiayudas@unileon.es`. The reviewer enters the panel with the same address ending in `?panel=1`.

4. A proposal awaiting review



The full record of what the PI wrote and, below, the two buttons: accept it or return it to the PI with a reason.

5. Once reviewed



The button turns green and the label changes to «revisada». The proposal has been forwarded to the managing unit.

Section 3 · The managing unit

The management panel, in the restricted deployment

Entered with the same address and an account on the management list. The panel is an internal tool and is available in Spanish only.

6. The panel on entry



Blue band with the identified account and the refresh button. Below, the two tabs.

7. A proposal already reviewed



The «Revisado por SGI» seal, dimmed, and the four boxes with the button that generates the call.

8. The applications received

Expediente	Presentada	Solicitante	Titulación	Documentación aportada
BX518/2026/001 carpeta	30/09/2026 10:14	**Arroyo Ventura, Pilar** DNI 71998877K p.arroyo@correo.es · 679554433	Doctorado en Biotecnología	Ver documentos Documento de identificación: dni.pdf Titulación: titulo.pdf Currículum vítae: cv.pdf Méritos alegados: publicaciones.pdf, cursos.pdf
BX518/2026/002 carpeta	02/10/2026 17:52	**Herrán Delgado, Tomás** NIE X7654321M t.herran@correo.es	Doctorado en Biotecnología	Ver documentos Documento de identificación: nie.pdf Titulación: diploma.pdf Currículum vítae: cv.pdf
BX518/2026/003 carpeta	05/10/2026 12:41	**Olmedo Pascual, Nuria** DNI 09445566T n.olmedo@correo.es · 620114477	Doctorado en Biotecnología	Ver documentos Documento de identificación: dni.pdf Tarjeta de la Seguridad Social: ss.pdf Titulación: titulo.pdf Currículum vítae: cv.pdf

File number, date, applicant, qualification and the documents provided, by section.

Section 4 · The selection stage

What the principal investigator does, from admission to the proposed award

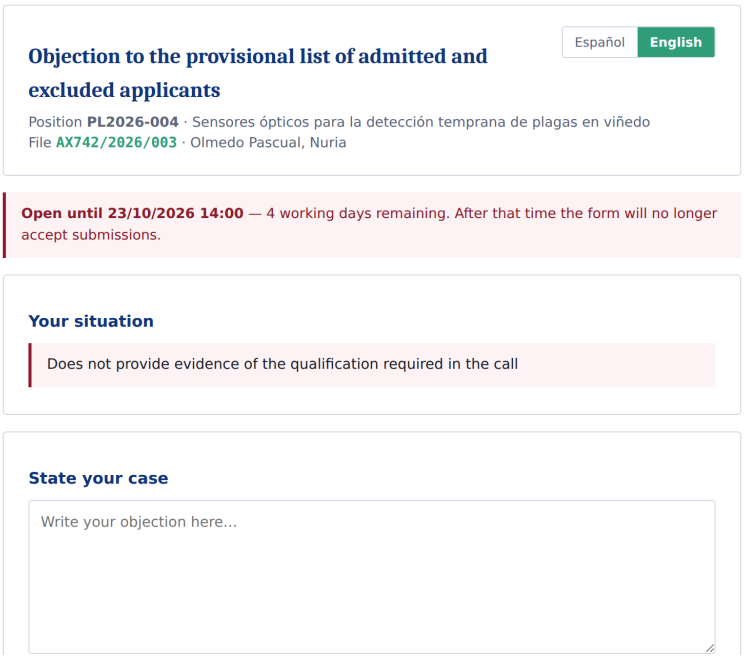
Once the deadline has passed and the file has been forwarded, the PI enters the panel and sees only his or her own positions.

9. Admitted and excluded applicants



One row per application, with a link to the file. The grounds dropdown appears only when excluding.

10. The objection form



What an excluded applicant sees, in English. The link is personal and the screen states the grounds for exclusion, translated as well.

The documents of the call —lists, proposed award and decision— are issued in both languages whenever an applicant declares a nationality other than Spanish.

11. The scoring table

PL2026-004 · Sensores ópticos para la detección temprana de plagas en viñedo

clave **AX742** · Técnico G. III · IP: **Marta Villalba Erice**

1 · Admitidos	2 · Lista definitiva	3 · Baremación	4 · Acta	5 · Propuesta	6 · Resolución

Revisar la admisión | Quién barema | Abrir la baremación | Cerrar y generar el acta

Sin entrevista. La Comisión de Selección acordó no celebrar entrevista. La puntuación de los méritos se reescala proporcionalmente para que la valoración máxima siga siendo de 100 puntos. Cada punto de méritos cuenta por 1.25.

Al 10 %. Acuerdo de la Comisión: las aportaciones no relacionadas con la función a desempeñar se valoran al 10 % de su valor. La reducción la aplica quien puntúa, y conviene dejarla justificada en las observaciones del bloque.

Baremo de personal técnico · Grupo III (FP / técnico). Pulse el signo de interrogación para ver el criterio de cada bloque. Ningún campo es obligatorio.

Bloque	Máx.	Arroyo Ventura, Pilar	Herrán Delgado, Tomás
? 1. Formación Académica	15	12 — observaciones (opcional)	9 — observaciones (opcional)
? 2. Experiencia Profesional	30	24 — observaciones (opcional)	18 — observaciones (opcional)
? 3. Formación Específica	15	11 — observaciones (opcional)	13 — observaciones (opcional)
? 4. Méritos Específicos	10	7 — observaciones (opcional)	4 — observaciones (opcional)
? 5. Idiomas	10	8 — observaciones (opcional)	10 — observaciones (opcional)
Subtotal de méritos	**80**	**62**	**54**
TOTAL (reescalado ×1.25)	**100**	**77,5**	**67,5**

Guardar

One column per candidate and one row per section, with the maxima and the totals calculated as you type.

12. Notices to applicants



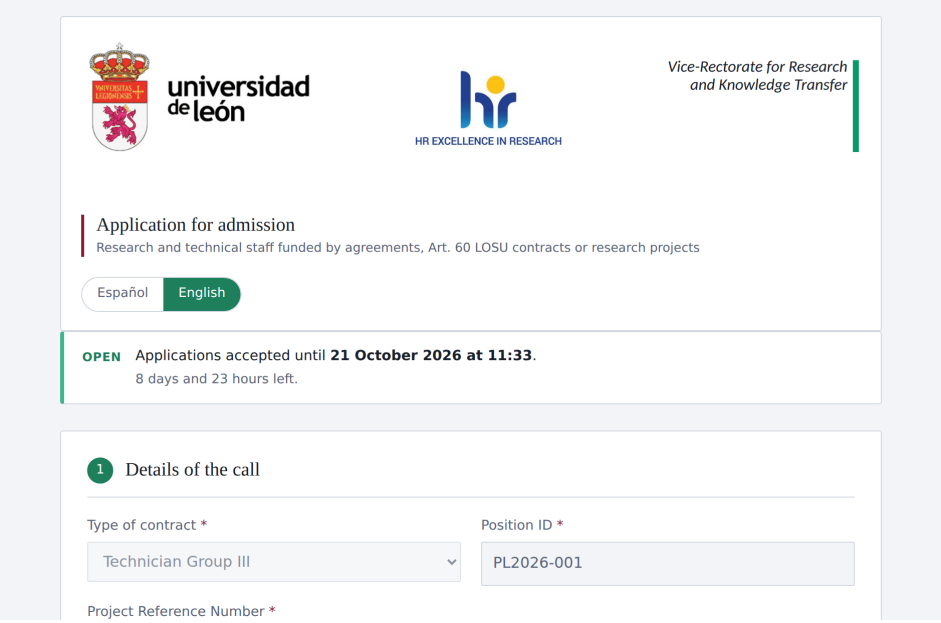
In the managing unit panel. It shows what each person will receive before anything is sent.

Section 5 · The applicant

The application form, form 17.3 (Annex III), in English

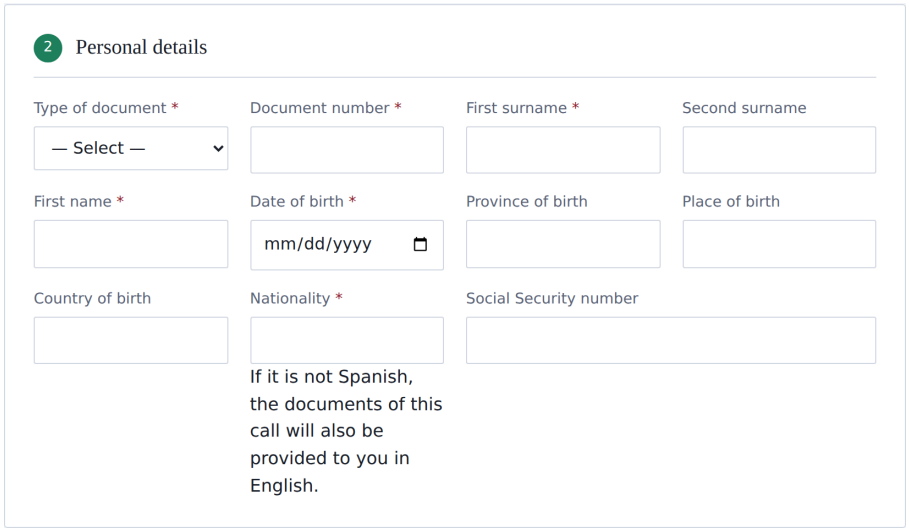
Applicants reach it with the link published in the call, ending in `?plaza=CODE`. The whole form can be switched to English with the button at the top right.

13. The form in English



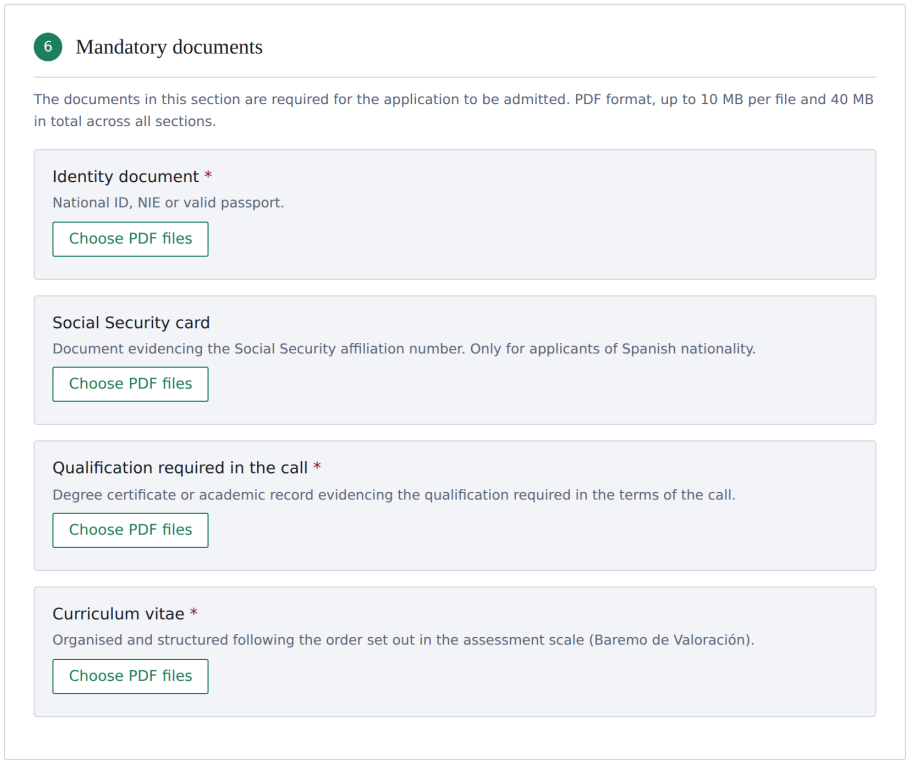
The deadline notice, the position details and the language switch. Everything is translated, including validation messages.

14. Personal details



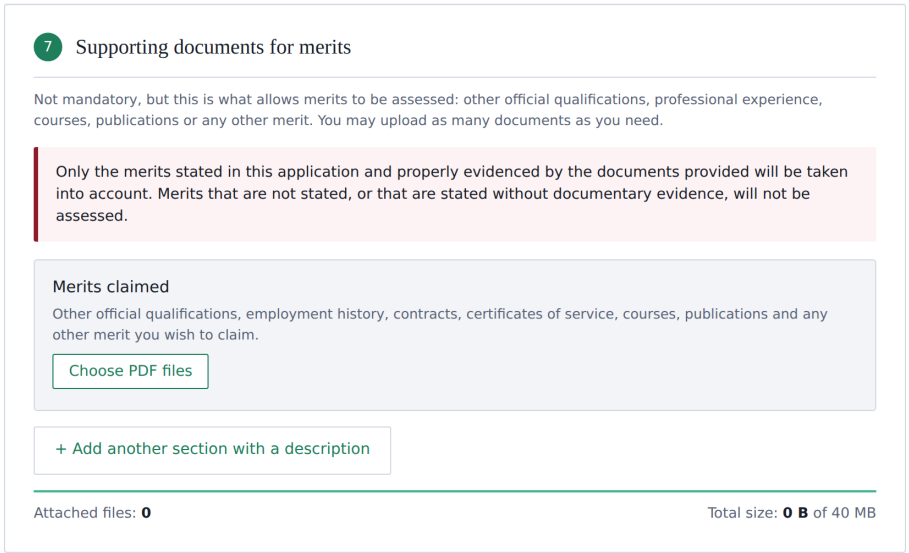
Nationality is compulsory: the documents of the call are issued in English as well when it is not Spanish.

15. Mandatory documents



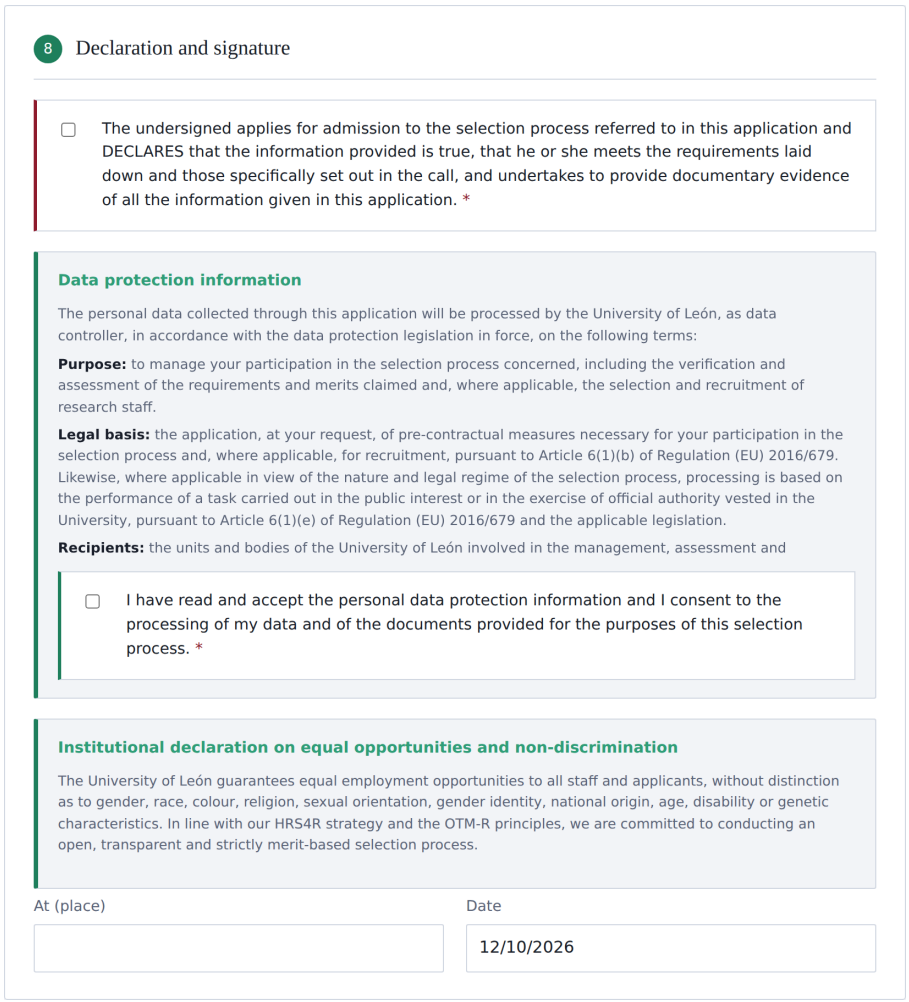
The four sections. The Social Security card is required only from applicants of Spanish nationality.

16. Supporting documents



Merits. As many sections as needed may be added, each with its description.

17. Declaration and data protection



8 Declaration and signature

☐ The undersigned applies for admission to the selection process referred to in this application and DECLARES that the information provided is true, that he or she meets the requirements laid down and those specifically set out in the call, and undertakes to provide documentary evidence of all the information given in this application. *

Data protection information

The personal data collected through this application will be processed by the University of León, as data controller, in accordance with the data protection legislation in force, on the following terms:

Purpose: to manage your participation in the selection process concerned, including the verification and assessment of the requirements and merits claimed and, where applicable, the selection and recruitment of research staff.

Legal basis: the application, at your request, of pre-contractual measures necessary for your participation in the selection process and, where applicable, for recruitment, pursuant to Article 6(1)(b) of Regulation (EU) 2016/679. Likewise, where applicable in view of the nature and legal regime of the selection process, processing is based on the performance of a task carried out in the public interest or in the exercise of official authority vested in the University, pursuant to Article 6(1)(e) of Regulation (EU) 2016/679 and the applicable legislation.

Recipients: the units and bodies of the University of León involved in the management, assessment and

☐ I have read and accept the personal data protection information and I consent to the processing of my data and of the documents provided for the purposes of this selection process. *

Institutional declaration on equal opportunities and non-discrimination

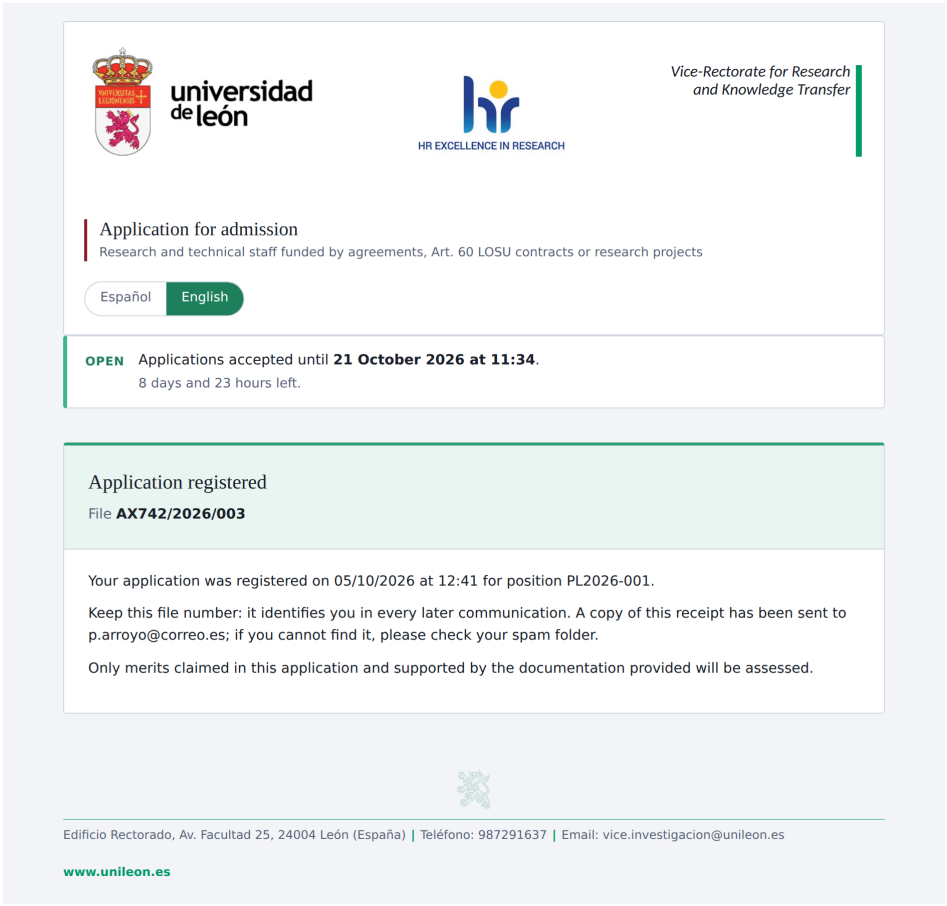
The University of León guarantees equal employment opportunities to all staff and applicants, without distinction as to gender, race, colour, religion, sexual orientation, gender identity, national origin, age, disability or genetic characteristics. In line with our HRS4R strategy and the OTM-R principles, we are committed to conducting an open, transparent and strictly merit-based selection process.

At (place) | Date

12/10/2026

Responsible declaration, the official data protection clause and the institutional equality statement.

18. The receipt



File number on screen and by e-mail. It identifies the applicant in every later communication.