

TEMPLATE 3 – OTM-R Checklist

Case number: 2019ES418639

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OTM-R Checklist

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	*Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++	http://www.inibic.es/hrs4r/ http://www.fundacionprofesorновоasantos.org/wp-content/uploads/sites/3/2023/05/Politica-OTM-R-vdef_EN.pdf

OTM-R checklist for organisations					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, completely +/-Yes, substantially -/+ Yes, partially -- No	*Suggested indicators (or form of measurement)
OTM-R system					
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-	The entity has an internal guide sets out clear procedures and practices for OTM-R. Indicators: <ul style="list-style-type: none"> • Date of latest update.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	Indicators: <ul style="list-style-type: none"> • Number of training activities organized
4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/-	Indicators: <ul style="list-style-type: none"> • Link to Job portal: http://www.inibic.es/empleo/ http://www.fundacionprofesornovoasantos.org/es/convocatorias-de-recursos-humanos/ • The share of job adverts posted on EURAXESS.
5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+	Indicators: <ul style="list-style-type: none"> • Date of the latest internal audit performed.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	Indicators: <ul style="list-style-type: none"> • Trend in the share of applicants from outside the organization.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+	Indicators: <ul style="list-style-type: none"> • Number of nationalities. • Percentage of foreign applicants.

OTM-R checklist for organisations					
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OTM-R system					
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	Indicators: <ul style="list-style-type: none"> Trend in the share of applicants among underrepresented groups (frequently women).
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-	Indicators: <ul style="list-style-type: none"> Trend in the share of applicants from outside the organization.
10. Do we have means to monitor whether the most suitable researchers apply?				--	Indicators: <ul style="list-style-type: none"> Annual revision of OTM-R results.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	A standard employment form is available for the preparation of job offers. Indicators: <ul style="list-style-type: none"> Templates availability. Number of jobs offers published on the EURAXESS.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+	Indicators: <ul style="list-style-type: none"> Number of elements referenced / linked.

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OTM-R system					
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+	Indicators: <ul style="list-style-type: none"> • The share of job adverts posted on EURAXESS. • Trend in the share of applicants recruited from outside the organisation/abroad.
14. Do we make use of other job advertising tools?	x	x		-/+	Indicators: <ul style="list-style-type: none"> • Number of job positions published in other webs or using other advertising tools.
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	Indicators: <ul style="list-style-type: none"> • Number of documents required.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/-	Indicators: <ul style="list-style-type: none"> • Statistics on the composition of committees.
17. Do we have clear rules concerning the composition of selection committees?		x	x	+/-	Indicators: <ul style="list-style-type: none"> • Written guidelines.
18. Are the committees sufficiently gender-balanced?		x	x	++	Indicators: <ul style="list-style-type: none"> • Number of selection committees gender balanced. • % women.

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OTM-R system					
19. Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?			x	+/-	Indicators: <ul style="list-style-type: none"> • Written guidelines.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		+/-	Indicators: <ul style="list-style-type: none"> • % of applicants notified.
21. Do we provide adequate feedback to interviewees?		x		+/-	Indicators: <ul style="list-style-type: none"> • Applicants informed about the results (%)
22. Do we have an appropriate complaints mechanism in place?		x		+/-	Indicators: <ul style="list-style-type: none"> • Statistics on complaints.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+	Indicators: <ul style="list-style-type: none"> • Date of the latest revision of the OTM-R results