

# Open, Transparent and Merit-based Recruitment of Researchers

OTM-R

## Checklist for Institutions

	Open	Transparent	Merit-based	Answer: <i>Yes completely/Yes substantially/ Yes partially/No</i>	Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	NO	[weblink]
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	NO	[Date of latest update; ensure that it is sent to all staff]
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	NO	- Existence of training programmes for OTM-R - Number of staff following training in OTM-R
4. Do we make (sufficient) use of e-recruitment tools?	x	x		NO	Web-based tool for (all) the stages in the recruitment process
5. Do we have a quality control system for OTM-R in place?	x	x	x	NO	

6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	NO	Trend in the share of applicants from outside the institution
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	YES, PARTIALLY	Trend in the share of applicants from abroad
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x		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	YES, PARTIALLY	Trend in the share of applicants from outside the institution
10. Do we have means to monitor whether the most suitable researchers apply?				NO	

<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		NO	
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a)]	x	x		NO	
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		YES, SUBSTANTIALLY	- The share of job adverts posted on EURAXESS; - Trend in the share of applicants recruited from outside the institution/abroad
14. Do we make use of other job advertising tools?	x	x		YES, COMPLETELY	
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			YES, COMPLETELY	

<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	NO	Statistics on the composition of panels

17. Do we have clear rules concerning the composition of selection committees?		x	x	NO	Written guidelines
18. Are the committees sufficiently gender-balanced?		x	x	NO	
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	NO	Written guidelines

<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		YES, COMPLETELY	
21. Do we provide adequate feedback to interviewees?		x		YES, PARTIALLY	
22. Do we have an appropriate complaints mechanism in place?		x		NO	Statistics on complaints

<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				NO	