

COMPUTER VISION CENTER

Open, Transparent and Merit-based Recruitment of Researchers

(Updated Q4 2020)

	Open	Transparent	Merit- based	Answer: Yes completely/ Yes substantially/ Yes partially/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	YES partially.	HRS4S Webpage online in English (already done 23/09/2019) . HRS4S Webpage of the OTM-R policy online in English, Spanish and Catalan. We are still in process of doing so. We are about to launch a new webpage.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	YES Partially	Clear procedures are established for all the levels. Only partially written guidelines have to be created for all the levels. Action 1: Generate and all the intern written guidelines for all the levels. Action2: Clearly show the guidelines in the website. <ul style="list-style-type: none"> • Senior (in progress) • Mid for Postdoc. PhD. Guidelines, are aligned with UAB policy for postdoctoral research: (in progress) CODI BONES PRACTIQUES RECERCA • Pre-doc. The predoc. Guidelines are aligned with the UAB policies for pre-docs. (completed) CODI BONES PRACTIQUES • Internships. Internal policy developed and implemented in 2019. (completed). Link
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	YES completely	A new HHRR specialist was hired in 2020 (Marta Vallejo), also responsible of the CVC General Management. A new HHRR Officer was appointed (Eva Caballero in Q4 2020). All the team members are aware and have specific background in OTM-R.
4. Do we make (sufficient) use of e-recruitment tools?	x	x	x	YES Completely	List of recruitment tools: <ul style="list-style-type: none"> • Euraxess In addition to that, regular updates about the CVC job opportunities are publish through the following web channels: <ul style="list-style-type: none"> • LinkedIn • Twitter • Facebook • Specialized mailing lists CVC also use a Head Hunter companies for covering vanacies at the technical level. There is a natural

					procedure now to CVC to publish all the vacancies using all available recruitment tools since Q3 2019.
5. Do we have a quality control system for OTM-R in place?	x	x	x	YES Substantially	Direction is systematically informed about the advances. The CVC HRS4R workgroup makes a continuous follow up every month. COVID crisis affected the development of the HRS4R work group. Despite COVID, the CVC HRS4R work group will increase the representativity for the different levels of workers by Q1 2021.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	YES substantially	<ul style="list-style-type: none"> For all the mid/long term positions, external candidates are the preferential option, and are encouraged to apply through the actions of taking place through the e-recruitment tools. The CVC also has its own program for career promotion (link), with tenure track positions. For very urgent short contracts of specific project support (~2 months) local candidates are selected. The internship program offers positions for international candidates.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	YES Completely	<ul style="list-style-type: none"> CVC and CERCA (the Catalan Network of Research Centers) are fully aligned within the HRS4R and with the joint project for CO-FUND researchers. Link The CVC also offers positions for MSCA and ERC positions.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	YES Completely	<ul style="list-style-type: none"> CVC has a proactive approach to attract women researchers in all the stages (pre-doc and post-doc), as stated in its strategic plan. CVC participates with the Catalan Government in the Program DonaTlc, promoting our women researchers for visibility, acknowledgement and rewards. link CVC participates with the Spanish Government FECYT for the promotion of women researchers in outreach projects such as Experimental, link link and Ethics in Research, in which the work done by women researchers has a particular emphasis link. The CVC has an active policy with agreements with international bodies to attract researchers from any part of the world, regardless their cultural background, included in its Plan.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	YES Completely	Besides the salary, which is fixed by the Spanish law, the CVC provides a career development plan with support (resources, infrastructure, etc.). The CVC also encourages social measures such as a family conciliation, which has proven to be a very important aspect. It is fully aligned with the UAB policy.
10. Do we have means to monitor whether the most suitable researchers apply?	x	x	x	YES substantially	<ul style="list-style-type: none"> CVC has a proactive policy to invite most suitable researchers to apply to the most relevant positions. The CVC has developed its Alumni program Q1-2020, in order to guarantee a mechanism for talent attraction.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for	x	x	x	YES Substantially	<ul style="list-style-type: none"> All the mid/long positions are announced in Euraxess and CVC website. Only the urgent short term (~2months) contracts are not announced in Euraxess but in the CVC website.

advertising positions?					<ul style="list-style-type: none"> All the positions are announced at the CVC website and also in the following web tools. In addition to that, regular updates about the CVC job opportunities are published through the following web channels: <ul style="list-style-type: none"> LinkedIn Twitter Facebook Specialized mailing lists <p>The workgroup is developing a comprehensive document summarizing the procedures advertising of positions in all levels.</p>
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)]				Yes Substantially	<p>All the items mentioned in section see Chapter 4.4.1 a) are explicitly explained in the call, except for:</p> <ol style="list-style-type: none"> The reference to the institution's OTM-R, which will be implemented in Q4-2020. Reference to the Institution's equal opportunities policy. <p>A template will be created with all the mandatory information.</p>
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	x	YES Completely	Euraxess is used as the main tool for dissemination of open position at CVC.
14. Do we make use of other job advertising tools?	x	x	x	YES Completely	<p>In addition to Euraxess, regular updates about the CVC job opportunities are published through the following web channels:</p> <ul style="list-style-type: none"> LinkedIn Twitter Facebook Specialized mailing lists
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]				YES Completely	CVC provides its own webtools to keep the administrative burden to a minimum for the candidate.

Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]			x	YES Partially	<ul style="list-style-type: none"> The CVC uses UAB guidelines as the reference for selection and evaluation phase. All the internal CVC procedures are well established for each department, but they are not written in a comprehensive document of guidelines. All the senior permanent positions are approved by the CVC Scientific Advisory Board (Guideline document for the SAB Q1 2020) All the senior non-permanent positions are validated by ad-hoc committees. Guideline document for non-permanent positions Q1

					<p>2020 aligned with OTM-R</p> <ul style="list-style-type: none"> All junior positions and internships are validated by the direction board
17. Do we have clear rules concerning the composition of selection committees?				YES Substantially	<p>We have internal rules.</p> <p>General Guidelines for Recruitment.</p>
18. Are the committees sufficiently gender-balanced?	x	x	x	YES Partially	<p>The CVC proactively searches for women for all the committees. Nonetheless, due to the intrinsic gender imbalance in the field, it results very difficult to have sufficiently balanced committees.</p>
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	x	x	YES Partially	<p>The CVC proactively looks for top researchers for all committees, and explicitly promotes "merit" to select the best candidate</p> <p>The new CVC - OTM-R policy will include detailed rules to help to judge merits.</p>

Appointment phase					
20. Do we inform all applicants at the end of the selection process?	x	x	x	YES Completely	<p>All the candidates in all the levels are properly informed at the end of the selection process as part of the guidelines of the CVC</p> <p>Creation of General Guidelines for Recruitment.</p>
21. Do we provide adequate feedback to interviewees?	x	x	x	YES Substantially	<p>All the candidates for mid/long term positions receive a report at the end of the selection process as part of the guidelines of the CVC.</p> <p>Junior positions are not receiving a proper feedback report if not selected.</p> <p>Creation of General Guidelines for Recruitment</p>
22. Do we have an appropriate complaints mechanism in place?	x	x	x	Yes partially	<p>All the candidates can address to an email address for comments and complaints regarding the process, as part of the creation of General Guidelines for Recruitment</p> <p>The email for complaints is rrrh@cvc.uab.es</p>

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?	x	x	x	YES Completely	<p>The Direction of the CVC has a specific follow up of the OTM-R process every 4 weeks, reported by the associate director (ok Q1-2019).</p> <p>The working group on HRS4R has a specific follow up on OTM-R every 2 weeks.</p>