# OTM-R Checklist

Case number:

Name Organisation under review:

Organisation’s contact details:

Date endorsement charter and code:

# Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement by responding in the “Answer” column: **++Yes completely / +- Yes substantially / -+ Yes partially / -- no.**  Also detail on the indicators and the form of measurement used in the “Suggested Indicators (on form of measurements)” column.

The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their

respect.

The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the ﬁrst case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.

For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the

effectiveness of its OTM-R policy which should be further reviewed and adapted.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Open | Transparent | Merit-Based | Answer: (++Yes completely / +- Yes substantially / -+ Yes partially / -- no) | Suggested indicators (or form of measurement) |
| **OTM-R system** | | | | | |
| Have we published a version of our OTM-R policy online (in the national language and in English)? | x | x | x |  |  |
| Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | x | x | x |  |  |
| Is everyone involved in the process sufficiently trained in the area of OTM-R? | x | x | x |  |  |
| Do we make (sufficient) use of e-recruitment tools? | x | x |  |  |  |
| Do we have a quality control system for OTM-R in place? | x | x | x |  |  |
| Does our current OTM-R policy encourage external candidates to apply? | x | x | x |  |  |
| Is our current OTM-R policy in line with policies to attract researchers from abroad? | x | x | x |  |  |
| Is our current OTM-R policy in line with policies to attract underrepresented groups? | x | x | x |  |  |
| Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | x | x | x |  |  |
| Do we have means to monitor whether the most suitable researchers apply? |  |  |  |  |  |
| **Advertising and application phase** | | | | | |
| Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions? | x | x |  |  |  |
| Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? | x | x |  |  |  |
| Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience? | x | x |  |  |  |
| Do we make use of other job advertising tools? | x | x |  |  |  |
| Do we keep the administrative burden to a minimum for the candidate? | x |  |  |  |  |
| Selection and evaluation phase | | | | | |
| Do we have clear rules governing the appointment of selection committees? |  | x | x |  |  |
| Do we have clear rules concerning the composition of selection committees? |  | x | x |  |  |
| Are the committees sufficiently gender-balanced? |  | x | x |  |  |
| 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 |  |  |
| **Appointment phase** | | | | | |
| Do we inform all applicants at the end of the selection process | x |  |  |  |  |
| Do we provide adequate feedback to interviewees? | x |  |  |  |  |
| Do we have an appropriate complaints mechanism in place? | x |  |  |  |  |
| Overall assessment |  |  |  |  |  |
| Do we have a system in place to assess whether OTM-R delivers on its objectives? |  |  |  |  |  |