Open, Transparent and Merit-based Recruitment of Researchers

of Researchers

OTM-R

Checklist for Institutions

	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		[weblink]
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x		[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		- 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			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		

Question					Indicators
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x		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		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		Trend in the share of applicants from outside the institution
10. Do we have means to monitor whether the most suitable researchers apply?					
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x			
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			
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x			- 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			
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x				
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x		Statistics on the composition of panels

17. Do we have clear rules concerning the composition of selection committees?		x	x		Written guidelines
18. Are the committees sufficiently gender-balanced?		x	x		
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		Written guidelines

Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x			
21. Do we provide adequate feedback to interviewees?		x			
22. Do we have an appropriate complaints mechanism in place?		x			Statistics on complaints

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?					