



FUNDACIÓN
INSTITUTO DE INVESTIGACIÓN SANITARIA
SANTIAGO DE COMPOSTELA

Implementation of the HRS4R Initiative

OTM-R CHECKLIST

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FIDIS OTM-R Checklist

Open, Transparent and Merit-based Recruitment Check-list¹

OTM-R checklist for organisations

	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	-- No	[web link]
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		-/+ Yes, <i>partially</i>	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	+/-Yes, <i>substantially</i>	Trend in the share of applicants from outside the organisation
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-Yes, <i>substantially</i>	Trend in the share of applicants from abroad

¹ <http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies>

	Open	Trans- parent	Merit- based	Answer: ++ Yes, completely +/-Yes, substantially -/+ Yes, partially -- No	Suggested indicators (or form of measurement)
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes, completely	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 organization
10. Do we have means to monitor whether the most suitable researchers apply?				-- No	
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes, partially	
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-- No	
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes, partially	- 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		-/+ Yes, partially	
15. Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes, completely	
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees		x	x	+/-Yes, substantially	Statistics on the composition of panels
17. Do we have clear rules concerning the composition of selection committees?		x	x	-- No	Written guidelines

	Open	Trans- parent	Merit- based	Answer: ++ Yes, completely +/-Yes, substantially -/+ Yes, partially -- No	Suggested indicators (or form of measurement)
18. Are the committees sufficiently gender-balanced?		x	x	++ Yes, completely	
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
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		-/+ Yes, partially	
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
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	