



FUNDACIÓN GALEGA
DE INVESTIGACIÓN
SANITARIA IDIS



HR EXCELLENCE IN RESEARCH

OTM-R CHECKLIST

Update 2026

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FIDIS OTM-R Checklist

The integration of FIDIS into the regional public sector and its attachment to the Regional Ministry of Health of Galician Government (Conselleria de Sanidade de la Xunta de Galicia) in 2024 brought about a significant transformation in human resources management. This change required the adaptation of recruitment, hiring and personnel management procedures to a more demanding regulatory framework, aligned with the public-sector principles of publicity, transparency, equality, merit and capability. In addition, it became necessary to strengthen the mechanisms for monitoring, planning and overseeing HR processes, as well as to adapt documentation, internal policies and approval workflows to meet the new administrative requirements.

An important aspect to take into account is that, following its change in status, FIDIS must comply with the personnel recruitment regulations established by the Xunta de Galicia. Consequently, its ability to introduce changes affecting certain aspects of the selection process is limited. For example, the procedures and deadlines for the recognition of qualifications obtained by international candidates are established by Xunta de Galicia regulations and cannot be modified by FIDIS. The same applies to the composition and operation of selection committees, among other aspects.

This evolution has contributed also to the professionalisation of the HR function, enhanced the legal robustness of HR processes, and consolidated a management model that is more transparent, consistent and aligned with the standards of public research organisations

Open, Transparent and Merit-based Recruitment Check-list

	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	+/- Yes <i>substantially</i>	2023: No, OTM-R policy doesn't have been developed yet 2026: OTM-R Policy has been published at the

	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)
					section about Assessment and Recruitment , however the document is just in Spanish
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes <i>substantially</i>	2023: No, OTM-R policy doesn't have been developed yet 2026: OTM-R Policy has been published at the section about Assessment and Recruitment , however the document is just in Spanish
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes <i>substantially</i>	2023: No 2026: The HR Department manager has completed a Master's degree in Human Resources Management, and HR staff receive continuous training through internal or external courses to ensure they remain up to date.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes <i>substantially</i>	2023: Use of the organisation's own platform, which partially covered the recruitment process. 2026: The job opportunities section at the web site has been renewed following the change in the Foundation's legal status as a public entity, and it now fully covers the entire process. It remains as +/- because the information is not in English.
5. Do we have a quality control system for OTM-R in place?	x	x	x	-- No	2023: No system is in place 2026: No system is in place

	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)
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes, <i>substantially</i>	2023: OTM-R policy has not been launched yet 2026: OTM-R Policy has been approved in december 2025, in the next years there will be further data to evaluate the policy impact with respect to the attraction of external candidates. Indicator: 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 <i>partially</i>	2023: OTM-R policy has not been launched yet 2026: OTM-R Policy has been approved in december 2025, in the next years there will be further data to evaluate the policy impact with respect to the attraction of candidates from abroad. As mentioned at the beginning of this document, one of the limitations affecting the attraction of international candidates is the procedure for the recognition of qualifications, which is established by the Xunta de Galicia and cannot be modified by FIDIS. Indicator: Trend in the share of applicants from
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes, <i>completely</i>	2023: OTM-R policy has not been launched yet 2026: OTM-R Policy has been approved in

	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)
					december 2025. It is considered not applicable, as there are no underrepresented groups in recruitment. Gender parity has been achieved in the hiring of women; the remaining gap relates mainly to women's representation in leadership positions, an issue that will be addressed in the new Gender Equality Plan.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes, <i>substantially</i>	2023: OTM-R policy has not been launched yet 2026: OTM-R Policy has been approved in december 2025. Salary conditions are regulated by the Collective Labour Agreement. In some cases, vacancies are advertised with salary conditions above those established in the agreement in order to make the position more attractive. In the coming years, further data will be available to assess the impact of the policy on attracting candidates from outside the institution. Indicator: Trend in the share of applicants from outside the institution
10. Do we have means to monitor whether the most suitable researchers apply?				-- No	

	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)
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/+ Yes, <i>completely</i>	2023: New guidelines have not been developed 2026: When research groups wish to advertise a vacancy, HR provides them with a standard form containing the required information and instructions for completion. Based on this information, the HR Department is responsible for publishing the vacancy in the job opportunities section of the website. When these changes were first implemented, following the Foundation's transition to public-sector status, HR received many queries from research groups. However, this is no longer the case. Therefore, the guidance provided in the form is considered adequate.
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		+/+	2023: 100% of positions funded through European projects or calls (Horizon or other international initiatives) are published on EURAXESS 2026: 100% of positions funded through European projects or calls (Horizon or other international initiatives) are published on

	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)
					EURAXESS
14. Do we make use of other job advertising tools?	x	x		-/+ Yes, <i>partially</i>	2023: Euraxess and job section of FIDIS portal 2026: Euraxess and the new job opportunities section of the website. In addition, since the launch of this new section, social media channels have also been used to disseminate vacancies, particularly LinkedIn.
15. Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes, <i>completely</i>	2023: Bureaucracy is kept to a minimum within the framework allowed by recruitment regulations Candidates are required to submit their CV and academic qualifications at the application stage in order to verify that they meet the eligibility requirements. 2026: The administrative burden had already been reduced to the minimum possible extent, and the Foundation's transition to public-sector status has not introduced any additional administrative requirements.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees		x	x	+/- Yes, <i>completely</i>	2023: The PI of the research group choses the selection committee following indications provided by the HR Department 2026: In accordance with the regulations established by the Xunta de Galicia, selection

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					committees are always composed of three members — a chairperson, a secretary and a member — each with an appointed substitute. The composition is published on the job opportunities section at the website (see “Mas información” in each offer)
17. Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes <i>completely</i>	2023: The PI of the research group choses the selection committee following indications provided by the HR Department 2026: The rules on the composition of selection committees comply with the Xunta de Galicia regulations. As a public-sector entity, FIDIS cannot modify these rules.
18. Are the committees sufficiently gender-balanced?		x	x	++ Yes, <i>completely</i>	2023: The selection committee is not required to be gender-balanced. 2026: The rules on the composition of selection committees comply with the Xunta de Galicia regulations. As a public-sector entity, FIDIS cannot modify these rules. Committees are always gender balanced
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	++ Yes, <i>completely</i>	2023: The assessment criteria are determined by the PI of the research group according to the specific requirements of the position to be filled. 2026: The assessment criteria are defined by

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					the selection committee, taking into account the provisions of the Collective Labour Agreement regarding the characteristics of the position.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++ Yes, <i>completely</i>	2023: Applicants are notified of the outcome of the selection process by email. 2026: In accordance with the staff recruitment regulations applicable to public administrations, the outcome of the recruitment process is published on the job opportunities section at the web site.
21. Do we provide adequate feedback to interviewees?		x		-/+ Yes, <i>partially</i>	2023: Additional feedback on the selection process is provided when requested by candidates. 2026: Additional feedback on the selection process is provided when requested by candidates.
22. Do we have an appropriate complaints mechanism in place?		x		+/+ Yes <i>completely</i>	2023: There is not a mechanism in place, candidate can send a mail 2026: In accordance with Xunta de Galicia regulations, vacancy announcements include a specific period during which candidates may submit complaints or appeals, as well as

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					information on where these should be addressed.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	