

Open, Transparent and Merit-based Recruitment of Researchers

OTM-R

Checklist for Institutions

	Open	Transparent	Merit-based	Answer: <i>Yes completely/Yes substantially/ Yes partially/No</i>	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	A task is added to the actions plan (deadline 12-2020. OTM-R policy online.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes substantially	French regulations and researcher management regulations for Université de Lorraine. Guides for all researcher statuses

3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes partially	Selection Committee presidents (annual information meeting and guide for the operation of the selection committees)
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes substantially	National @-tool for candidates' application. A specific tool at Université de Lorraine for the dematerialization of the application form and the operation of the selection committees
5. Do we have a quality control system for OTM-R in place?	x	x	x	no	Should be developed in Action 2.2.6
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes partially	Euraxess, international contacts
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes partially	International policies for Ph D students and post graduates
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	No	Should be developed in Action 2.2.6
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	No	Should be developed in Action 2.2.6
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	National tool, Euraxess and Université de Lorraine website
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		Yes partially	All information is available but not on the profile. Additional links must be added.

13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		no	Should be developed in Action 2.2.6
14. Do we make use of other job advertising tools?	x	x		Yes partially	Université de Lorraine website
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			Yes substantially	Documents requested from candidates are those required by French regulations

Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	Yes completely	French regulations. Selection Committee Operating Guide. Management regulations for contract researchers.
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes completely	The composition of the selection committees is subject to strict regulatory constraints (gender parity, rank parity, majority of members from outside the university, majority of members who are experts in the discipline)
18. Are the committees sufficiently gender-balanced?		x	x	Yes completely	The composition of the selection committees is subject to strict regulatory constraints (gender parity, rank parity, majority of members from outside the university, majority of members who are experts in the discipline)
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 completely	French regulations. Selection Committee Operating Guide. Management regulations for contract researchers.

Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes substantially	Candidates are informed through the national tool. Improvements must be done on contract researchers' information at UL

21. Do we provide adequate feedback to interviewees?		x		Yes partially	Reports and opinions on candidates may be sent to them at their request.
22. Do we have an appropriate complaints mechanism in place?		x		Yes partially	Complaint mechanism exists (French regulation) but is not systematically indicated to candidates
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				no	Should be developed in Action 2.2.6