

# Open, Transparent and Merit-based Recruitment of Researchers

OTM-R

**Checklist for Institutions**

	Open	Transparent	Merit- based	Answer: <i>Yes completely</i> <i>Yes substantially</i> <i>Yes partially/No</i>	Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	<i>Yes completely</i>	<a href="#">Politique OTM-R</a> <a href="#">OTM-R Policy</a> Weblink OTM-R also introduced in internal guide edited for the recruitment of R3 to R4
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	<i>Yes substantially</i>	Internal guides and recruiting procedures based on OTM-R policy are edited for R2 to R4 recruitment and transmitted to committee jury members and presidents each year
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	<i>Yes partially</i>	Existence of a training program open to R3 and R4 Presidents of recruiting committees for R3 and R4 are trained every year Recruiting committees for PhD are sensibilized
4. Do we make (sufficient) use of e-recruitment tools?	x	x		<i>Yes substantially</i>	National web tools such as Adum for R1 and Galaxy for R2 to R4. The internal web tool is used for application file deposit and work of the committee jury
5. Do we have a quality control system for OTM-R in place?	x	x	x	<i>No</i>	To be developped in Action 2.1.6 of the action plan Endorecruitment rate for R3 and R4, No. of applications / position are used as indicators
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<i>Yes completely</i>	Member of the Euraxcess network Publication of R1 and R2 job positions on Euraxcess Job positions partially written in English for R3 and R4
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<i>Yes completely</i>	<a href="#">OTM-R Policy</a> (Universality of applications) Euraxcess member
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	<i>Yes substantially</i>	<a href="#">OTM-R Policy</a> (Universality of applications)  Specific job offers for beneficiaries of the employment obligation (R1 to R4) Awareness of selection committees on recruitment bias (gender, etc.) Statistical analyses of gender <i>versus</i> discipline recruitment

					for selection committees Statistical analyses of data exploited in the unique social report published every year (gendered job analysis, beneficiaries of the employment obligation ...)
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	<b>Yes completely</b>	<u>OTM-R Policy</u> (A responsible OTM-R policy) R3 benefit from a service discharge entirely dedicated to training Training packages for supervisors, directors of doctoral schools and research departments, anti-harassment initiatives gender equality plans; support for career development, Axe 3 of HRS4R action plan entirely dedicated to working conditions Statistical analyses of data exploited in the unique social report published every year (salaries, social cultural and sport actions, work organization and working hours...)
10. Do we have means to monitor whether the most suitable researchers apply?				<b>Yes partially</b>	Wide distribution of job offers Rate of 1st-ranked candidates taking up positions

	Open	Transparent	Merit- based	Answer: <i>Yes completely</i> <i>Yes substantially</i> <i>Yes partially/No</i>	Suggested indicators (or form of measurement)
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		<b><i>Yes substantially</i></b>	<i>Yes completely</i> for R2 to R4 For R1 advertisement on ADUM and Academic positions with non-formalized guidelines
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		<b>Yes partially</b>	Yes completely for R3 and R4 To be reinforced for R1 et R2
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<b>Yes partially</b>	Euraxess is used only for R1 and R2 job offers For R3 and R4 the national tool is used Endorecruitment rate Euraxess job posting rate
14. Do we make use of other job advertising tools?	x	x		<b><i>Yes substantially</i></b>	University website, GALAXY, ACADEMIC POSITION, ADUM
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b]	x			<b><i>Yes substantially</i></b>	Minimum legal requirements for application for R2 to R4) Additional documents are only required to finalize recruitment To be improved for R1 (baccalaureate grades)

Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a]		x	x	<b>Yes substantially</b>	For R3 and R4: Selection committee operating guide and national rules For R1 and R2: no guidelines for the constitution of selection committees but direct application of the OTM-R policy
17. Do we have clear rules concerning the composition of selection committees?		x	x	<b>Yes substantially</b>	For R3 and R4: Selection committee operating guide and national rules (parity, number of professors, interns/externs, conflicts of interest, same or similar discipline) For R1 and R2: no guidelines for the constitution of selection committees but direct application of the OTM-R policy
18. Are the committees sufficiently gender-balanced?		x	x	<b>Yes substantially</b>	For R3 and R4: Selection committee operating guide stipulating parity For R1 and R2: no guidelines but guidelines for parity in the defense jury of R1
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	<b>Yes substantially</b>	For R2 to R4: Guide to good practice in recruiting contract staff (R2) and Selection committee operating guide with recruitment bias awareness (R3 and R4) Good practice guide to be developed for R1

Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		<b>Yes substantially</b>	For R2 to R4: Guide to good practice in recruiting contract staff (R2). Candidates are informed via the national tool (R3 and R4) Good practice guide to be developed for R1
21. Do we provide adequate feedback to interviewees?		x		<b>Yes partially</b>	R3 and R4 : Reports and opinions on candidates sent on request. Not formalized for R1 and R2
22. Do we have an appropriate complaints mechanism in place?		x		<b>Yes partially</b>	Statistics on complaints  Complètement pour EC Nombre de personnes reçues par voie de recours par VP RH action 2.1.2 Pas pour les autres Voie du recours gracieux

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				<b>Yes partially</b>	Déterminer les indicateurs phares et cibles puis le gap entre données et cibles Utiliser indicateurs du plan d'action HRS4R ? Endorecruitment, Nb candidats/Reçu, % féminisation... ?