

# Open, Transparent and Merit-based Recruitment of Researchers

OTM=IR

## Checklist for Institutions

*Revised on 2026.02.13*

|                                                                                                              | Open | Transparent | Merit- based | Answer:<br><i>Yes completely</i><br><i>Yes substantially</i><br><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><b>Yes completely</b></i>                                                            | <a href="#">Politique OTM-R</a><br><a href="#">OTM-R Policy</a><br>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><b>Yes substantially</b></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<br><br>CoARA principles included in the OTM-R policy along UL action plan for advancing research assessment (CoARA) |
| 3. Is everyone involved in the process sufficiently trained in the area of OTM-R?                            | x    | x           | x            | <i><b>Yes partially</b></i>                                                             | Existence of a training program open to R3 and R4<br>Presidents of recruiting committees for R3 and R4 are trained every year<br>Recruiting committees for PhD are sensibilized                                                                                                            |
| 4. Do we make (sufficient) use of e-recruitment tools?                                                       | x    | x           |              | <i><b>Yes substantially</b></i>                                                         | National web tools such as Adum for R1 and Galaxy for R2 to R4.<br>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><b>No</b></i>                                                                        | To be developped in Action 2.1.6 of the action plan<br>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><b>Yes completely</b></i>                                                            | Member of the Euraxcess network<br>Publication of R1 and R2 job positions on Euraxcess<br>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><b>Yes completely</b></i>                                                            | <a href="#">OTM-R Policy</a> (Universality of applications)<br>Euraxcess member                                                                                                                                                                                                            |

|                                                                                                                |   |   |   |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| 8. Is our current OTM-R policy in line with policies to attract underrepresented groups?                       | x | x | x | <b>Yes substantially</b> | <a href="#">OTM-R Policy</a> (Universality of applications)<br><br>Specific job offers for beneficiaries of the employment obligation (R1 to R4)<br>Awareness of selection committees on recruitment bias (gender, etc.)<br>Statistical analyses of gender <i>versus</i> discipline recruitment for selection committees<br>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>    | <a href="#">OTM-R Policy</a> (A responsible OTM-R policy)<br>R3 benefit from a service discharge entirely dedicated to training<br>Training packages for supervisors, directors of doctoral schools and research departments, anti-harassment initiatives<br>gender equality plans; support for career development, Axe 3 of HRS4R action plan entirely dedicated to working conditions<br>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<br>Rate of 1st-ranked candidates taking up positions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                                                                                                                                                        | Open | Transparent | Merit- based | Answer:<br><i>Yes completely</i><br><i>Yes substantially</i> <i>Yes partially/No</i> | Suggested indicators (or form of measurement)                                                                                                                              |
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| <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<br>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<br>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<br>For R3 and R4 the national tool is used<br>Endorecruitment rate<br>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)<br>Additional documents are only required to finalize recruitment<br>To be improved for R1 (baccalaureate grades) |

| Selection and evaluation phase                                                                                                                 |  |   |   |                          |                                                                                                                                                                                                                                                                                                  |
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| 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<br>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)<br>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<br>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)<br>Good practice guide to be developed for R1                                                                                         |

| Appointment phase                                                    |  |   |  |                          |                                                                                                                                                                                 |
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| 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)<br>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.<br>Not formalized for R1 and R2                                                                                 |
| 22. Do we have an appropriate complaints mechanism in place?         |  | x |  | <b>Yes partially</b>     | Statistics on complaints<br><br>Complètement pour EC Nombre de personnes reçues par voie de recours par VP RH action 2.1.2<br>Pas pour les autres<br>Voie du recours gracieux   |

| Overall assessment                                                                   |  |  |  |                      |                                                                                                                                                                                             |
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| 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<br>Utiliser indicateurs du plan d'action HRS4R ?<br>Endorecruitment, Nb candidats/Reçu, % féminisation... ? |