

Open, Transparent and Merit-based Recruitment of Researchers OTM-R

Checklist for University of Salamanca

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	-/+	Link to OTM-R Policy: https://investigacion.usal.es/es/estrategias-investigacion Number of visits to the website.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+	There are two forms that need to be filled out by the recruitment manager: the job offer and the Annex. Both should be uploaded to the USAL electronic notification board, where the conditions of the call are described.

						Define and publish clear guidelines for staff recruitment, setting out the procedures and OTM-R criteria.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+		The staff involved in the selection process follows the protocols defined within the job offers and apply their own ethical criteria. Nevertheless, training should be welcome. Number of attendees at OTM-R specific training sessions.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/-		Improve the dissemination of the job offers extending their deadline. Number of accesses or visits to the job portal site. Number of electronic applications. Publication of the results on a website. Number of contracts granted through this procedure.
5. Do we have a quality control system for OTM-R in place?	x	x	x	--		Create a quality control sheet of the process. Recruitment follow-up committees.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+		Publication of the job offers on international portals. EURAXESS and international networks.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+		There is a strategic plan in place to attract international talent and some job offers (especially Marie Curie) are published on EURAXESS.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	--		Hold some positions for underrepresented groups.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+		Work time flexibility, salary, work environment. Improve labor conditions. Depends on specific job offers and how they define each of them.
10. Do we have means to monitor whether the most suitable researchers apply?				--		Dissemination in international media. Checklist of the requirements demanded, and the subjective aspects measured in interviews.
ADVERTISING AND APPLICATION PHASE						

11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x	-/+	Design USAL's application forms inspired by EURAXESS. There are formularies designed by USAL that were uploaded to the electronic dashboard, with the description of the requirements for each job offer. These formularies have a limited distribution, just the USAL Dashboard.	
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x	-/+	Include references. Currently all of the OTM-R criteria is included in the job offer, except for professional career.	
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	--	Include all of USAL's job offers in EURAXESS.	
14. Do we make use of other job advertising tools?	x	x	--	Publish job offers on other platforms and in journals. The PI should decide if the job offer should be published on other platforms.	
15. Do we keep the administrative burden to a minimum for the candidate?	x		+/-	Although the electronic registration is rather simplified, the absence of a digital certificate could be troublesome.	
SELECTION AND EVALUATION PHASE					
16. Do we have clear rules governing the appointment of selection committees?		x	x	-/+	The committee is usually composed of the PI and other researchers of the department named by the PI.
17. Do we have clear rules concerning the composition of selection committees?		x	x	-/+	Guidelines detailing the procedures of the composition of the selection committee.
18. Are the committees sufficiently gender-balanced?		x	x	--	Publication of guidelines that sets the requirements for a gender balance presence.
19. Do we have clear guidelines for selection committees help to judge 'merit' in a way that leads to the best candidate being selected?			x	-/+	Guidelines that describe the merits that should be considered in each selection process.
APPOINTMENT PHASE					

20. Do we inform all applicants at the end of the selection process?	x	++	There is not a direct communication, but the resolution is published on the same dashboard of the job offer.
21. Do we provide adequate feedback to interviewees?	x	--	Report of the selection committee concerning the performed interviews.
22. Do we have an appropriate complaints mechanism in place?	x	++	There is an established time period for additional claims, once the resolution is published.
Overall assessment			
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?		-/+	Write a guideline that establishes the fulfilment of the OTM-R principles.