OTM-R Checklist

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

OTM-R checklist for organizations					
	Open	**Trans-parent**	**Merit-based**	*Answer:* *++ Yes, completely* *+/-Yes, substantially* *-/+ Yes, partially* *-- 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, partially*	[web link] Selection and recruitment processes of researchers at the UdL are described in different documents/calls/rules, depending on the researcher stage (from R1 to R4), but there is not a single document or policy that collect all the procedures. One of the new actions of the revised Action Plan is to design and publish a unified document of OTM-R Policy aligned with institutional strategy.
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*	[Date of latest update; ensure that it is sent to all staff] Procedures for permanent researchers are described in national/regional rules and published on the UdL webpage: http://www.udl.cat/ca/serveis/personal/PDI/ Selection and recruitment of R1/R2 funded by research projects is described in a specific procedure and available on the intranet.

					https://cv.udl.cat/access/content/group/uop/HRS4R/ Selection and recruitment procedures for R1/R2 candidates funded by the Vice-Rectorate for Research or national/regional institutions (Catalan and Spanish Governments) are included in the specific calls. However, the new OTM-R policy document shall include guidelines for every type of position.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	**+/-Yes, substantially**	The administrative staff involved in selection and recruitment processes are trained in the use of the EURAXESS Jobs portal and OTM-R toolkit. Those R2, R3 and R4 who are hiring researchers are also trained in OTM-R principles. There is still a need for further dissemination of OTM-R procedures (more information available on the webpage) and fostering awareness among researchers. - Existence of training programs for OTM-R - Number of staff following training in OTM-R
4. Do we make (sufficient) use of e-recruitment tools?	x	x			**+/-Yes, substantially**	Web-based tool for (all) the stages in the recruitment process The UdL publishes the researcher vacancies in the webpage: http://www.udl.cat/ca/recerca/convoca/ http://www.udl.cat/ca/serveis/personal/PDI/

					The UdL uses the following electronic platform for the submission and monitoring recruitment processes: https://seuelectronica.udl.cat/registreelectronic.php#MesInfo3 The UdL is committed to increasing the use of e-tools during 2019, including all the processes related with selection and recruitment of researchers.
5. Do we have a quality control system for OTM-R in place?	x	x	x	*-/+ Yes, partially*	The UdL will establish a working group that will be in charge of monitoring the implementation and quality assessment of OTM-R policy.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	*+/-Yes, substantially*	Trend in the share of applicants from outside the organization There is an institutional initiative in order to promote the publication of all the R1 and R2 positions in Euraxess Jobs, especially those PhD positions funded by the Vice-Rectorate for Research. UdL takes part in European calls to attract international talent (http://www.campusiberus.es/convocatoria-de-expresiones-de-interes-iberus-talent/?/) The new Research and transfer webpage is in Catalan, English and Spanish. In addition, the UdL has a specific e-tool for foreign candidates that helps in the application process. Link: https://seuelectronica.udl.cat/registreelectronic.php The UdL is committed to improving the information related to open positions available in Catalan, English and Spanish.

7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	*+/-Yes, substantially*	Trend in the share of applicants from abroad In 2018, 30 PhD positions funded by the Vice-Rectorate for Research were posted in Euraxess Jobs as part of an institutional initiative, and more than 100 CVs of candidates from abroad were received. The UdL is committed to enhancing the dissemination channels and providing the necessary information in different languages.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	*+/-Yes, substantially*	Trend in the share of applicants among underrepresented groups (frequently women) The UdL policy promotes the gender balance in research groups through the Plan of Equality Between Women and Men. There is no restriction whatsoever for the access of underrepresented groups to the selection and recruitment processes. In 2018, 30 PhD positions funded by the Vice-Rectorate for Research were posted in Euraxess Jobs as part of an institutional initiative and 84 CVs of women were received.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	*+/-Yes, substantially*	Trend in the share of applicants from outside the organization Vice-Rectorate for Research is committed to funding more than 20 PhD positions/per year within those competitive research groups having a national or international project awarded.

					The UdL is also committed to co-funding and/or stabilizing the R2 positions granted in different national or regional calls for researchers.
					OTM-R working group will review the employment conditions to promote further improvements.
10. Do we have means to monitor whether the most suitable researchers apply?				*-/+ Yes, partially*	The UdL is providing the necessary training to the administrative staff involved in selection and recruitment processes in order to ensure that all the process stages are in line with OTM-R principles. Feedback of principal researchers also involved in selection and recruitment processes is useful in order to monitor and improve the profile of the candidates.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		*+/-Yes, substantially*	Guidelines for the advertisement of permanent positions are clearly defined through national and regional rules, at least in local language: http://www.udl.cat/ca/serveis/personal/PDI/ It is mandatory to post in Euraxess all PhD positions funded either by the Vice-Rectorate for Research or by European projects. R1 and R2 positions are posted at the UdL Research webpage (http://www.udl.cat/ca/recerca/convoca/), linked to the electronic platform and published in the Research mailing list. The OTM-R policy will gather and summarize the guidelines for the advertisement of all the research positions at the UdL.

Question					Assessment	Comments
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x			*+/-Yes, substantially*	The most relevant information described in the toolkit is already available in the offers posted in EURAXESS and on the UdL Research webpage. The working group in OTM-R policy will consider including some additional information suggested in the toolkit.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x			*+/-Yes, substantially*	- The share of job adverts posted on EURAXESS; - Trend in the share of applicants recruited from outside the organisation/abroad It is mandatory to post in Euraxess all the PhD positions funded by the Vice-Rectorate for Research (call 2018), as well as R1 and R2 positions funded by European projects (specific procedure approved in 2018). The advertisements posted on EURAXESS will be increased with the objective to research all the R1 and R2 vacancies. Additional platforms will be also taking into account.
14. Do we make use of other job advertising tools?	x	x			*++ Yes, completely*	- UdL webpage: http://www.udl.cat/ca/recerca/convoca/ http://www.udl.cat/ca/serveis/personal/PDI/ - UdL mailing lists - Some researchers post the offers using specific platforms or communication channels of their research fields. The UdL will boost the use of different advertising tools and platforms in order to increase the scope of the job offers.
15. Do we keep the administrative burden to a minimum for the candidate?	x				*+/-Yes, substantially*	The candidates are not requested to provide the information that is already available in the UdL

					administrative registry (*e.g.* qualifications of former students). The foreign candidates that apply to research positions through the electronic platform are simply requested to make a statement confirming the authenticity of the information submitted (so that only those that are finally selected must provide documentary evidence of their academic CV's). The UdL will keep working on improving the e-recruitment and selection tools in order to minimize the administrative burden.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	*+/-Yes, substantially*	Statistics on the composition of panels The appointment of selection committees for permanent positions is clearly described in national/regional rules. http://www.udl.cat/ca/serveis/personal/PDI/ Calls for R1 and R2 positions describe the selection committees (e.g. Research Committee of the UdL) or indicates the rules for the appointment of these committees (usually the Vice-Rectorate for Research has the responsibility of the appointment). OTM-R policy document will outline the different criteria for all the researcher profiles.
17. Do we have clear rules concerning the composition of selection committees?		x	x	*+/-Yes, substantially*	Written guidelines The composition of selection committees for permanent positions is clearly described in the national/regional rules.

					http://www.udl.cat/ca/serveis/personal/PDI/ The composition of selection committees in R1 and R2 temporary positions are described in each call: http://www.udl.cat/ca/recerca/convoca/
18. Are the committees sufficiently gender-balanced?		x	x	*-/+ Yes, partially*	The balance between women and men in committees of permanent positions is established in the national/regional rules. http://www.udl.cat/ca/serveis/personal/PDI/ OTM-R working group will include the gender-balance in all the committees for research positions.
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, substantially*	Written guidelines The criteria of the selection process for permanent positions are defined in the national/regional rules. http://www.udl.cat/ca/serveis/personal/PDI/ Institutional calls (e.g. PhD positions funded by Vice-Rectorate for Research) establish clear and objective evaluation criteria to judge a wide range of skills of the candidates. OTM-R policy will outline and summarize guidelines to help committees to judge merits.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		*++ Yes, completely*	All the selection processes are published on the UdL webpage and on the electronic platform, detailing all the calls phases. http://www.udl.cat/ca/recerca/convoca/ http://www.udl.cat/ca/serveis/personal/PDI/ https://seuelectronica.udl.cat/registreelectronic.php#MesInfo3

		x			Principal researchers involved in selection and recruitment processes are committed to inform all the candidates.
21. Do we provide adequate feedback to interviewees?		x		*+/-Yes, substantially*	Candidates are well-informed about interview results. OTM-R document shall describe the mechanism to inform all the applicants about the strengths and weaknesses of the interview and/or application.
22. Do we have an appropriate complaints mechanism in place?		x		*++ Yes, completely*	Statistics on complaints All the calls describe a complaints mechanism.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				*+/-Yes, substantially*	For the last two years, the Steering and Implementation Committees of the HRS4R and some specific working groups have been monitoring the implementation of actions in order to improve selection and recruitment processes. The UdL will establish some indicators in order to assess OTM-R policy results.