# TEMPLATE 3 – OTM-R Checklist

Case number:

Name Organisation under review:  INSTITUT D'INVESTIGACIÓ I INNOVACIÓ PARC TAULÍ

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**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 organisations* | | | | | |
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| | **Open** | **Trans-parent** | **Merit-based** | **Answer:** <br> **++ Yes,** *completely* <br> *+/-Yes,* <br> *substantially* <br> *-/+ Yes, partially* <br> *-- 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 | +/- | http://www.tauli.cat/en/institut/recursos-humans/ <br> (English version not yet) |
| 2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | x | x | x | ++ | - Selection Code signed and approved on 06/26/2018, available in intranet and institutional web. |

| Question | | | | | |
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| 3. Is everyone involved in the process sufficiently trained in the area of OTM-R? | x | x | x | ++ | - Existence of training programmes for OTM-R<br>- Number of staff following training in OTM-R<br>-Meetings held by the recruitment team about OTR-M policy |
| 4. Do we make (sufficient) use of e-recruitment tools? | x | x | | ++ | -Web software (Talent Clue) for the different stages in the recruitment process |
| 5. Do we have a quality control system for OTM-R in place? | x | x | x | ++ | -Human selection procedure: web publication, presentation of candidates, interviews, tests and psychotechnicians and reports. |
| 6. Does our current OTM-R policy encourage external candidates to apply? | x | x | x | ++ | -Trend in the share of applicants from outside the organization.<br>(All our recruitments process have been applied by external candidates.) |
| 7. Is our current OTM-R policy in line with policies to attract researchers from abroad? | x | x | x | -/+ | -Trend in the share of applicants from abroad.<br>(The policy is adequate but the salaries are not competitive, due to the current Collective Agreement, and we have almost no foreign researchers.) |
| 8. Is our current OTM-R policy in line with policies to attract underrepresented groups? | x | x | x | +/- | -Trend in the share of applicants among underrepresented groups (frequently women).<br>(More than 50% of applicants are women. I3PT has an Equality Plan and an Emerging Groups Integration Plan. Currently, we do not have workers with disabilities, although they are not excluded, no specific calls are made |
| 9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | x | x | x | -/+ | -Trend in the share of applicants from outside the organization.<br>-Working environmental survey results.<br>The policy is adequate, but the Collective Agreement is not. Work on obtaining the specific research agreement, in order to offer more |

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| | | | | | competitive salaries and attract more international talent. |
| 10. Do we have means to monitor whether the most suitable researchers apply? | | | | ++ | - The share of applicants who meet the requirements of the candidature.<br>- The share of applicants who achieve the maximum scores of each evaluable element in each phase of the process of the candidature.<br>(We have software to monitor the selection processes, and we can see how many applications have been rejected for not meeting the minimum requirements demanded in the call and the fulfillment of the criteria of the applicants. We can also control the evaluations and scores of each evaluable element in each phase of the process.) |
| **Advertising and application phase** | | | | | |
| 11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions? | x | x | | +/- | Institutional template and Euraxess template |
| 12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? | x | x | | ++ | Job advertisement model |
| 13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience? | x | x | | ++ | - The share of job adverts posted on EURAXESS.<br>- Trend in the share of applicants recruited from outside the organisation/abroad.<br>(All job adverts are posted on EURAXESS; Most of the applicants we recruit are from outside the organization, but we do not achieve attracting applicants from abroad. We suppose it's due to working conditions that we offer because of our collective agreement) |
| 14. Do we make use of other job advertising tools? | x | x | | ++ | Publication on the institutional website, Euraxess, associations, business schools, Generalitat Agencies...if it is necessary. |
| 15. Do we keep the administrative burden to a minimum for the candidate? | x | | | ++ | Selection process |

| Selection and evaluation phase | | | | | |
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| 16. Do we have clear rules governing the appointment of selection committees? | | x | x | ++ | Selection process |
| 17. Do we have clear rules concerning the composition of selection committees? | | x | x | ++ | Selection Manual |
| 18. Are the committees sufficiently gender-balanced? | | x | x | ++ | Depending on the call, sometimes the responsible investigator is a woman and sometimes is a man. Most of time, there are more women than men on the committee. We have an equality plan that includes these aspects. |
| 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 | ++ | Assessment according to the Workplace Description: competences and aptitudes. |
| Appointment phase | | | | | |
| 20. Do we inform all applicants at the end of the selection process? | | x | | ++ | We send a letter (by talent clue) to unselect applicants and we phone to select applicants. |
| 21. Do we provide adequate feedback to interviewees? | | x | | -/+ | -The share of adequate feedback sending via mail to interviwees. (Currently the feedback information is provided in the interviews verbally.) |
| 22. Do we have an appropriate complaints mechanism in place? | | x | | +/- | -Statistics on complaints. (We have a complaints box). |
| Overall assessment | | | | | |
| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? | | | | ++ | Management Review System: contracting processes and Human Resources Strategy for Researcher (HRS4R) |