

## TEMPLATE 3 – OTM-R Checklist

Case number:

Name Organization under review: FUNDACIÓ 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.

<i>OTM-R checklist for organisations</i>					
	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)
<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	+/+	<a href="#">Talent   I3PT Parc Taulí</a>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of position	x	x	x	++	- Selection Code signed and approved on 06/26/2018, available on the Institutional web. <a href="https://www.tauli.cat/institut/presentacio/recursos-humans/acollida/#info-laboral">https://www.tauli.cat/institut/presentacio/recursos-humans/acollida/#info-laboral</a>

3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++	All staff involved in recruitment and selection processes are required to be familiar with and apply to the institutional Selection Code, which acts as a guideline incorporating the principles of Open, Transparent, and Merit-based Recruitment (OTM-R). To ensure consistent implementation, members of selection and recruitment panels are expected to receive appropriate training on OTM-R principles.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	Talent Clue is used as the single institutional platform for the submission of CVs and management of all stages of the recruitment process. This ensures a unified entry point for all candidates, full traceability of applications, and transparency throughout the selection process.
5. Do we have a quality control system for OTM-R in place?	x	x	x	++	I I3PT has implemented a robust quality assurance framework for recruitment, grounded in a formal and documented selection procedure that encompasses all stages of the process. This framework ensures transparency, objectivity, and traceability, including the public web-based publication of vacancies, structured presentation and evaluation of candidates, competency-based interviews, technical and psychometric assessments where appropriate, and the preparation of documented evaluation reports
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	The current OTM-R policy actively encourages external candidates to apply. Recruitment procedures are highly standardized and designed to minimize potential biases, ensuring that factors such as career interruptions, language, or nationality do not negatively influence the evaluation process. In addition, calls are publicly advertised and disseminated through channels that

					also target international candidates, supporting openness, transparency, and equal access to opportunities.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-	<p>The current OTM-R policy is aligned with institutional policies aimed at attracting researchers from abroad in terms of openness, transparency, and merit-based recruitment. However, despite the adequacy of the recruitment policy itself, the attractiveness for international candidates has been limited, as reflected in a low share of applicants from abroad.</p> <p>Talent attraction and retention have been identified as strategic priorities in the new Action Plan. Recent improvements introduced through the new Collective Agreement have enhanced working conditions and career development opportunities for researchers. At the same time, the Institute remains committed to further strengthening career progression and employment conditions through ongoing negotiations towards a new agreement, with the aim of increasing international attractiveness.</p>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/+	<p>Yes. The current OTM-R policy is aligned with institutional policies aimed at attracting underrepresented groups. Recruitment procedures are open, transparent, and merit-based, and monitoring data show that women represent more than 50% of applicants, indicating balanced participation in selection processes.</p> <p>In 2025, the Institute was officially recognized by the Spanish Ministry of Equality with the <b>Equality in the Workplace Distinction</b>, becoming the first National Biomedical Research Institute to receive this award.</p>

<p>9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?</p>	x	x	x	+/-	<p><b>Yes, partially.</b> The current OTM-R policy is aligned with institutional policies aimed at providing attractive working conditions for researchers. The Institute has a dedicated Collective Agreement specifically designed for research and research support activities, which considers the working conditions and career progression of research staff.</p> <p>At the same time, the Institute is actively working to further improve this Collective Agreement to better recognize not only academic trajectories but also diverse career paths and curriculum variations of both research and research support staff. These efforts aim to enhance fairness, flexibility, and long-term career development.</p>
<p>10. Do we have means to monitor whether the most suitable researchers apply?</p>				++	<p>The Institute has established mechanisms to monitor whether the most suitable researchers apply. A dedicated recruitment management software is used to track all selection processes, allowing systematic monitoring of applications at each stage. Through this system, the Institute can analyse:</p> <ul style="list-style-type: none"> <li>• The share of applications rejected for not meeting the minimum eligibility requirements defined in the call;</li> <li>• The extent to which applicants fulfil the required and evaluable criteria;</li> <li>• The share of applicants achieving the highest scores for each evaluable element at each phase of the selection process.</li> </ul>

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 references/links in the job advertisement 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. - Trend in the share of applicants recruited from outside the organization/abroad. (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, LinkedIn Agencies...if it is necessary. <a href="#">Junior Innovation Project Manager - Treballa amb nosaltres - Intranet Parc Tauli</a>
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	Selection process
Selection and evaluation phase					
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	++	<b>Yes.</b> The Institute has clear rules concerning the composition and functioning of selection committees, which are defined in the institutional <b>Selection Manual</b> . This manual establishes the roles, responsibilities, and evaluation criteria to be applied throughout the recruitment process, ensuring consistency, transparency, and merit-based assessment.

					In addition, the use of a single recruitment platform requires all candidates to submit their CVs through a standardized application form. This enables an initial eligibility and suitability screening based on predefined criteria before the evaluation by the selection committee, supporting objectivity and equal treatment of applicants
18. Are the committees sufficiently gender-balanced?		x	x	++	<p><b>Yes.</b> Selection committees are sufficiently gender-balanced. Committees are composed of considering gender parity and are typically formed by members with expertise aligned to the required research area. For example, a standard selection committee includes two women and one man.</p> <p>In addition, the Institute's <b>Equality Plan</b> explicitly includes provisions to ensure gender balance in selection committees.</p>
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	++	<p>Yes. The Institute has clear guidelines that support selection committees in assessing merit in a consistent and objective manner. Recruitment processes start with a structured analysis of the position's needs through a detailed Job Description (JD), which defines the required competencies, experience, and evaluation criteria.</p> <p>This job description provides a common framework for drafting vacancy announcements and for the assessment of applications, ensuring that the evaluation of candidates is aligned with the actual requirements of the position and supports the selection of the most suitable candidate based on merit.</p>
<b>Appointment phase</b>					

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		+/-	<b>Partially.</b> At present, feedback to candidates is mainly provided verbally during interviews, particularly to those who progress beyond the second interview and reach the final phase of the selection process. This allows candidates to receive direct information on how the process is progressing and on their performance.
22. Do we have an appropriate complaints mechanism in place?		x		+/+	- <b>Yes.</b> The Institute has an appropriate complaints mechanism in place through the <b>I3PT Alerts Channel (Canal d'Alertes)</b> . This channel is available to employees, external collaborators, and other stakeholders, and allows confidential reporting of potential irregular, unlawful, or inappropriate conduct. The purpose of the Alerts Channel is to prevent, detect, and investigate possible irregularities, and it serves as a key tool for continuous improvement of internal protocols and policies related to prevention, transparency, and compliance. The mechanism supports accountability and trust in institutional procedures, including recruitment and selection processes. Statistics on complaints are monitored internally to ensure proper follow-up and to identify areas for improvement, in line with OTM-R principles. <a href="https://canal-alertes.tauli.cat/canal/#/home/i3pt">https://canal-alertes.tauli.cat/canal/#/home/i3pt</a>
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers its objectives?				++	<b>Yes.</b> The Institute has a system in place to assess whether OTM-R delivers its objectives. At the end of each recruitment process, a formal <b>process closure record</b> is completed, functioning as an official report of the selection procedure.