

Annex: Open, Transparent and Merit-based Recruitment Check-list¹

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	--	[web link]
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ <i>for the recruitment of professors or lecturers</i> -- <i>for the recruitment of researchers</i>	[Date of latest update; ensure that it is sent to all staff] Rationale: For the recruitment of professors and lecturers there are two sets of regulations with clear rules and procedures, it has been distributed and disseminated to all the staff. For the recruitment of researchers a new regulation has to be developed and after that a clear guide of procedures and practices should be produced and included in the Code of Best Practices for Research
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] [Number of staff following training in OTM-R]
4. Do we make (sufficient) use of e-recruitment tools?	x	x		--	[Web-based tool for (all) the stages in the recruitment process]
5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+	Rationale: For the recruitment of professors and lecturers selection criteria and the composition of selection committees are reviewed and controlled, under a highly rights-based claim system, including specific commissions for that. For the recruitment of researchers a previous control of the selection criteria and the composition of selection committees is performed by Human Resources and Research Services before the launch of the call

¹ <http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies>

6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	[Trend in the share of applicants from outside the organisation] Rationale: For the recruitment of professors and lecturers, there is a high rate of external candidates. Calls are shared and disseminated among all Universities in Spain. For the recruitment of researchers, there is a low rate of 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]
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)]
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-	[Satisfaction surveys among researchers]
10. Do we have means to monitor whether the most suitable researchers apply?				+/-	[Rate of unfilled positions] Rationale: The calls rarely are unfilled. The principal researchers in charge of the positions usually the most suitable candidates, always taking into account the size of this university, and also budgetary and regulatory limitations
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-	[Written guidelines] Rationale: There are written guidelines for the advertising of positions, but there should be more adapted to promote the publication of the calls in English and in international advertising sites.
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) of the OTM-R expert report ²]	x	x		<i>++ for the recruitment of professors and lecturers -/+ for the recruitment of researchers</i>	Rationale: More elements should be included in the job advertisements for the recruitment of researchers. The new regulation for the recruitment of researchers should include this, and index covers with all this references should be added to all advertisements. Clear guidelines for this should be included in the Code of Good Practice for Research.

² <http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies>

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] Rationale: All the positions funded by H2020 are published in Euraxess Jobs and also all those positions with international scope
14. Do we make use of other job advertising tools?	x	x		+/-	Rationale: Official website of University is used for all positions, and calls are published in the Official Journal of Navarra when necessary. In the case of the calls for the recruitment of professors and lecturers, an advertising system to spread calls among all Spanish universities is used
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b) ⁴⁵]	x			+/-	Rationale: The requested documents are those strictly necessary to assess the candidates. The lack of electronic tools makes difficult the reduction of the administrative burden for the selected candidates. In some cases, some supporting documents are requested at the time of signing the contract
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a) ⁴⁵]		x	x	++	[Statistics on the composition of panels] Rationale: There are clear rules on the appointment of selection committees both for the recruitment of professors and lectures and for the recruitment of researchers. The appointment is always public and the process is clearly regulated
17. Do we have clear rules concerning the composition of selection committees?		x	x	++ for the recruitment of professors or lecturers -- for the recruitment of researchers	[Written guidelines] Rationale: External experts or inter-sectorial members are not included.
18. Are the committees sufficiently gender-balanced?		x	x	+/-	[Statistics on the composition of the panels] Rationale: Rules on the gender composition of the committees are not set but clear rules about gender equality and non-discrimination govern our University. The composition of the committees is not always gender-balanced.

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	++ for the recruitment of professors or lecturers -/+ for the recruitment of researchers	[Written guidelines] Rationale: For the recruitment of professors and lecturers there are clear regulations and selection criteria... Rules are clear; they are given to and used by selection committees.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	Rationale: In all recruitment processes, all the results and information on steps taken are published in time for candidates in the website.
21. Do we provide adequate feedback to interviewees?		x		+/-	Rationale: For the recruitment of professors and lecturers, all candidates are informed and they are given a report on their results and the results of all candidates, guarantying their access to all the information of the selection file anytime. For the recruitment of researchers, an individual report on the evaluation results is not given to each candidate.
22. Do we have an appropriate complaints mechanism in place?		x		++	Rationale: Regulations clearly establish the complaint mechanisms for professors, lecturers and researchers.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				--	Rationale: Such an assessment system is not in place. Nevertheless, HR Service is aware of all these indicators. Internal meetings including Research and HR Services for the implementation of such an assessment system should be held.