

## HR Excellence in Research

# OTM-R Checklist

### OTM-R Checklist

**Case number**

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**Name Organisation under review**

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## Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

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.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.
- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.
- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-- No	Not yet. The OTM-R Policy is going to be developed in the first 2 years of Action Plan <a href="http://www.icbp.ro">http://www.icbp.ro</a>

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-- No	Not yet. An internal procedure addressing the OTM-R issues will be developed on the 1st quarter of the period for the implementation of measures within the Action Plan
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	Training in the field of staff recruitment and selection is regularly organized. Special training courses will be included in the annual Continuing Professional Development (CPD) Program to emphasize the OTM-R policy provisions. Statistics of OTM-R training courses attendance will be separately.
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	All job vacancies are openly and transparently published on the institutional website, on EURAXESS platform euraxess.gov.ro and on the national platform for research jobs.research.gov.ro
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	An institutional quality control exists and is running in all fields of activity. Special provisions will be included after the OTM-R policy will be designed and approved in accordance with the proposed AP.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	This priority is part of the Institute strategy along the time and will be integrated on OTM-R policy. OTM-R policy is currently under development and one of the strategic objectives is about enhancing the attractiveness among external potential candidates.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	Right from its foundation, IBPC initiated collaborations with international research institutions. The collaborations have become traditional over the years, and in the past 10 years, the institute has developed projects with foreign directors and mixed teams. Currently, the institute has 5 more projects coordinated by foreign directors, and researchers from abroad are also included in the research teams.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	Current methodology for recruitment & selection of researchers includes specifications about attracting underrepresented groups.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	Current development strategy mention the commitment to ensure the excellent working conditions for employees, no matter what category.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have means to monitor whether the most suitable researchers apply?				-- No	The application includes specific conditions for potential candidates which means that only suitable researchers can meet the recruitment conditions.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	All advertisements ref. research job vacancies are drafted according to the Romanian legal provisions in place and published on the institutional website, on euraxess.gov.ro and on jobs.research.gov.ro
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 job advertisement mentions the following: - job position in the organizational chart - job description and application required documents - legal conditions to fulfil to be eligible for an academic/research position - selection & appointment criteria - the calendar of the recruitment & selection procedures An online application toolkit will be developed as part of AP
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	All advertisements ref. research job vacancies are drafted according to the Romanian legal provisions in place and published on euraxess.gov.ro and

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make use of other job advertising tools?	x	x		++ Yes completely	Yes, we are using our institutional website and jobs.research.gov.ro
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	The candidate is assisted in all stages of the application and selection process by the HR institution Department and by the Chief Department that put the job out for competition or by the project director, if applicable. The application file is standardized, a checklist is provided, call number for any additional queries, etc.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially	Yes, clear rules are in place. The methodology for recruitment & selection of researchers includes the eligibility criteria to be applied in the process of appointing the members of the selection committee, recognized scientific merit in the field of the vacant position.
Do we have clear rules concerning the composition of selection committees?		x	x	+/- Yes substantially	A set of academic criteria are established concerning the composition of selection committees in accordance with the legal provisions functioning in this area. Including of the external experts from health sector will be part of the PA in order raise the attractiveness for candidates in carrier development.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	Yes, staff recruitment & selection procedure mentions the need of ensuring the gender balance. Although, the Institute fields of research are women-dominated as it shows on the last 50 years since the establishment.
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 completely	Yes, all members of the selection committee should hold at least the same position as the job vacancies.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	Yes, all candidates receive written feedback at the end of the selection process
Do we provide adequate feedback to interviewees?		x		++ Yes completely	Yes, after the interview ends, all candidates receive official feedback from the selection committee.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	Yes, Quality Management ensures that any staff member can complaint ( eg. ethics, appointment, management decisions related to their job, etc.) Also, the methodology for recruitment & selection of academic staff includes provisions regarding the complaint procedure.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	Not yet