

## Annex: Open, Transparent and Merit-based Recruitment Check-list (2017-2019)

### 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)
<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	<i>+/-Yes, completely</i>	<p><b>2015-2016</b> The UAB-HRS4R website (<a href="http://www.uab.cat/en/euraxess">http://www.uab.cat/en/euraxess</a>) is available to the UAB community. This website gathers information about OTM-R, Charter and Code, and all kind of information related to the career development for researchers. It includes Intranet links with the information about recruitment (Open and Transparent). At that time, the guidelines were in national language, not in English. A working group was organized to review the current UAB recruitment system and to design the new OTM-R policy applicable to all kind of job vacancies offered in UAB.</p> <p><b>2017-2019</b> The UAB-HRS4R website has been continuously updated during this period. A big effort has been done during these years to have all important documents and guidelines translated into English.</p>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	<i>+/-Yes, completely</i>	<p><b>2015-2016</b> There are clear procedures only for permanent researchers. For temporary researchers, there are guidelines with the procedures to be followed.</p> <p><b>2017-2019</b></p>

					During this period, the OTM-R working group has been working to release a clear guide of publication, recruitment and selection of candidates. All the information is now available in English at “OTM-R” section of the UAB-HRS4R website. This section includes all the procedures to be followed by candidates and recruiters at UAB.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	<b>-/+ Yes, substantially</b>	<p><b>2015-2016</b> Specific informative sessions about Euraxess and OTM-R were conducted in 2016 with key actors.</p> <p><b>2017-2019</b> Specific training sessions about OTM-R procedures have been carried out during 2017-2019 after the implementation of new procedures of selection and recruitment (<a href="#">UAB guidelines for contracting temporary researchers and technical staff</a>). They were addressed to all the staff involved in the recruitment process. Also, awareness sessions on Euraxess have been offered to administrative staff and project managers along this period.</p> <p><i>Indicators</i> - Number of training programmes - Number of staff following this training</p>
4. Do we make (sufficient) use of e-recruitment tools?	x	x	x	<b>+/- Yes, substantially</b>	<p><b>2015-2016</b> There was a pilot experience thanks to a COFUND project (P-SPHERE project, <a href="http://www.uab.cat/psphere/">http://www.uab.cat/psphere/</a>) developing an e-recruitment and e-selection tool. However, an institutional platform (Nexus) was adapted to this end.</p> <p><b>2017-2019</b> The UAB has been implementing the use of e-tools to facilitate the application of candidates and the selection process. After a previous e-tool (NEXUS) checked during 2017-2018, a new e-tool has been implemented in 2019 (Convocatòries UPAC).</p>

					<i>Indicator: number of applications</i>
5. Do we have a quality control system for OTM-R in place?	x			<b>-/+ Yes, completely</b>	The Working Group for OTM-R (mainly the representative for the Recruitment Office), is in charge of monitoring and control the OTM-R process in place.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<b>+/-Yes, substantially</b>	<p><b>2015-2016</b> There is a large increase in international advertisement of vacancies.</p> <p><b>2017-2019</b> During this period, a big effort has been made to embed the importance of the international publication of offers through Euraxess jobs and, nowadays, Euraxess is the reference portal.</p> <p>To encourage and facilitate the international dissemination of offers the following actions have been carried out:</p> <ul style="list-style-type: none"> <li>- Tutorial of how to publish in Euraxess jobs</li> <li>- Specific training for research managers</li> <li>- Support material/documents in English describing tasks, categories, etc. of different research profiles</li> </ul> <p>In next years, probably there be enough data to evaluate the new policies and the new e-tools.</p> <p><i>Indicator: Trend in the share of applicants from outside the organisation</i></p>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<b>++ Yes, completely</b>	The new policies on selection and recruitment and the new trilingual e-tools are in line with the strategy to attract researchers from abroad.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	<b>++ Yes, completely</b>	<p>This is one of the <b>objectives of the UAB's Observatory for Equality, which participates in the preparation of the new UAB OTM-R policy.</b></p> <p><i>Indicators:</i></p>

					<i>Trend in the share of applicants among underrepresented groups</i>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	<b>++ Yes, completely</b>	Trend in the share of applicants from outside the organisation.
10. Do we have means to monitor whether the most suitable researchers apply?				<b>+/-Yes, substantially</b>	National and international advertisement of vacancies (specific tools other than Euraxess Jobs), ensure the application of the most suitable researchers, (but currently there is not a monitor system in place to check it)
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		<b>+/-Yes, completely</b>	<p><b>2015-2016</b> There are clear guidelines only for permanent vacancies established by national rules. The HHRR office works on different templates and guidelines for the advertisement of different positions in Spanish and English.</p> <p><b>2017-2019</b> During this period, a big effort has been made to embed the importance of the international publication of offers through Euraxess jobs and, nowadays, Euraxess is the reference portal. The HR office has elaborated the following templates and guidelines for the advertisement of different positions in Catalan and English:</p> <ul style="list-style-type: none"> <li>- Tutorial of how to publish in <i>Convocatòries UPAC</i></li> <li>- Tutorial of how to publish in Euraxess jobs</li> <li>- Template to publish offers in Euraxess jobs</li> <li>- Support material/documents in English describing tasks, categories, etc. of different research profiles</li> </ul>
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		<b>+/-Yes, completely</b>	Most of the sections suggested by OTM-R are included in the job advertisement
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<b>++ Yes, completely</b>	The share of job adverts posted on EURAXESS is rather stable, (but this is also dependent of the financial resources).

14. Do we make use of other job advertising tools?	x	x		<b>++ Yes, completely</b>	Yes. Other job advertising platforms are used depending on the field of knowledge and needs, for positions with a very specific experience or qualification
15. Do we keep the administrative burden to a minimum for the candidate?	x			<b>+/-Yes, completely</b>	<p><b>2015-2017</b> New e-recruitment &amp; selection tools are expected to facilitate this point.</p> <p><b>2017-2019</b> The new e-tool developed in 2019 allows an easy application. The UAB requirements are based on providing the minimum documents for a proper evaluation. Once candidates are selected, they have to provide further information supporting their CV's.</p>
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees?		x	x	<b>+/-Yes, completely</b>	<p><b>2015-2017</b> There are clear guidelines only for permanent vacancies established by national rules. The new UAB - OTM-R policy is expected to include detailed rules for the appointment of selection committees.</p> <p><b>2017-2019</b> Clear guidelines for the selection committees have been established for temporary researchers. All the information can be found at <a href="https://www.uab.cat/doc/AcordNouIngresCapVI">https://www.uab.cat/doc/AcordNouIngresCapVI</a></p>
17. Do we have clear rules concerning the composition of selection committees?		x	x	<b>+/-Yes, completely</b>	<p><b>2015-2017</b> There are clear guidelines only for permanent vacancies established by national rules. The new UAB - OTM-R policy is expected to include detailed rules for the appointment of selection committees.</p> <p><b>2017-2019</b></p>

					Clear guidelines for the selection committees have been established for temporary researchers. All the information can be found at: <a href="https://www.uab.cat/doc/TemporaryStaff">https://www.uab.cat/doc/TemporaryStaff</a>
18. Are the committees sufficiently gender-balanced?		x	x	<b>-/+ Yes, substantially</b>	There are clear guidelines only for permanent vacancies established by national rules. The new UAB - OTM-R policy is expected to include detailed rules for the appointment of selection committees.
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	<b>+/-Yes, substantially</b>	There are clear guidelines only for permanent vacancies established by national rules. The new UAB - OTM-R policy is expected to include detailed rules on how to judge merits.  <i>Indicators</i> <i>Written guidelines</i>
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		<b>++ Yes, completely</b>	
21. Do we provide adequate feedback to interviewees?		x		<b>+/-Yes, substantially</b>	There are clear guidelines for permanent positions established by national rules. For temporary positions, there is an internal rule that should be updated.
22. Do we have an appropriate complaints mechanism in place?		x		<b>++ Yes, completely</b>	There are clear guidelines for permanent positions established by national rules. For temporary positions, there is a UAB rule, giving to the applicant ten working days for complaints.  <i>Indicators</i> <i>Statistics on complaints</i>
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				<b>+/-Yes, substantially</b>	A working group has been organized to review the current UAB recruitment system and to design the new OTM-R policy applicable to all kind of job vacancies offer in UAB.

					<p>The working group is constituted by:</p> <ul style="list-style-type: none"><li>• Strategic Projects Unit</li><li>• International Projects Office</li><li>• Recruitment Office</li><li>• Organization and Planning Area</li></ul> <p>This working groups is still working to continuously improve the UAB OTM-R policy.</p>
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