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Template 1 – Annex: Open, Transparent and Merit-based Recruitment Check-list[1]

OTM-R checklist for organisations

	Open	Trans-parent	Merit-based	Answer: ++ Yes, *completely* *+/-Yes, substantially* *-/+ Yes, partially* *-- 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.ikerbasque.net/en/about-us/hrs4r
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-	Last version of P04 " Talent Atraction" process [Last update: January 2016]
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 Working session of P04 "Talent Atraction" process Working Group about OTM-R procedures
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	All our recruitment processes use a Web-based tool (http://calls.ikerbasque.net)
5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+	Results of Satisfaction survey to applicants Number of review meetings of the Talent Atraction" process Working Group
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	Trend in the share of applicants from outside the institution
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 Trend in the share of applicants who meet MSCA mobility criteria
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/-	Trend in the share of female applicants Trend in success rates of female applicants
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 institution
10. Do we have means to monitor whether the most				++	Trend in the share of eligible applicants

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[1] http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies

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suitable researchers apply?					Trend in the internal scores assigned by the Evaluation Committee to applicants Trend in the number of applicants who reach the expected threshold
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	See "00 Ikerbasque Call Template"
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		+-	See "00 Ikerbasque Call Template"
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	All our job adverts are posted on EURAXESS; Trend in the share of applicants recruited from outside the organisation/abroad
14. Do we make use of other job advertising tools?	x	x		++	Outreach Plans for each Call.
15. Do we keep the administrative burden to a minimum for the candidate? [*see Chapter 4.4.1 b)* [45]]	x			++	Trends in the "Application Process" item in the Satisfaction Surveys for Applicants. Number of documents required to applicants
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	+/-	Share of external experts in our Evaluation Committee (external meaning outside the institution)
17. Do we have clear rules concerning the composition of selection committees?		x	x	+/-	Written guidelines
18. Are the committees sufficiently gender-balanced?		x	x	-/+	Share of women in our Evaluation Committee
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	++	Written guidelines Structured Web-Based evaluation tool
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	Web-based tool: "Status of your application" Templates for communication with applicants

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[2] *http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies*

21. Do we provide adequate feedback to interviewees?		x		++	Web-based tool: Individual evaluation reports
22. Do we have an appropriate complaints mechanism in place?		x		+/-	Statistics on complaints
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/-	Indicators of P04 "Talent Atraction" process P04 "Talent Atraction" process review meetings