

TEMPLATE 3 – OTM-R Checklist

Case number:

Name Organisation under review:

Organisation's contact details:

SUBMISSION DATE:

DATE ENDORSEMENT CHARTER AND CODE:

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.

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	No	
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes, partially	Recruitment process document is available in Spanish on our internal document management system since 15 th May 2015. We will include English version and OTM-R directives.

3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	No	Existence of training programs for OTM-R: 0 Number of staff following training in OTM-R: 0
4. Do we make (sufficient) use of e-recruitment tools?	x	x		<i>Yes, partially</i>	There is a specific portal for advertising offers (http://www.cipf.es/empleo)
5. Do we have a quality control system for OTM-R in place?	x	x	x	<i>No</i>	
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<i>Yes, completely</i>	Trend in the share of applicants from outside the organization: 65 applicants in 2017
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<i>Yes, completely</i>	Trend in the share of applicants from abroad: 65 applicants in 2017 We have 11 different nationalities in our staff and are open to recruit from abroad all over the world.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	<i>Yes, completely</i>	Trend in the share of applicants among underrepresented groups (frequently women) 412 women in 2017
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	<i>Yes, completely</i>	Each researcher received a work contract with attractive working conditions such as 30 paid leaves for vacation per year, flexibility in working hours, salary supplement for children under 6 years, training offers. These attractive working conditions are described in our Welcome manual.
10. Do we have means to monitor whether the most suitable researchers apply?				<i>No</i>	
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		<i>Yes, partially</i>	Standard CIPF template is used for all advertisements.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		<i>No</i>	
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<i>No</i>	- The share of job adverts posted on EURAXESS in 2017:0 - Trend in the share of applicants recruited from outside the organisation/abroad in 2017: 14%
14. Do we make use of other job advertising tools?	x	x		<i>Yes, partially</i>	Social media, in some of the job advertisements nature jobs, EURAXESS or others.

15. Do we keep the administrative burden to a minimum for the candidate?	x			<i>Yes, completely</i>	For all candidates, we ask at a minimum the CV, cover letter and references. After the selection, relevant documents to established the work contract will be requested by e-mail scanned copy (copy of the title, qualifications of training, authorization of life or permit, bank account, ID copy or VISA). Sometimes original documentation is requested for the processing of residence permits according to the requirement of foreign offices.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	<i>Yes, completely</i>	Statistics on the composition of panels: 3 members per Committee. We always try to have at least 3 members in each recruitment Committee. We keep records of the name of the members for each recruitment Committee. For high level positions, the recruitment Committee is composed by the Director and the heads of research.
17. Do we have clear rules concerning the composition of selection committees?		x	x	<i>No</i>	
18. Are the committees sufficiently gender-balanced?		x	x	<i>Yes, partially</i>	In the selection process, we ensure that the selection committee is gender balanced equitable.
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	<i>-/+ Yes, partially</i>	There are no written guidelines. These are agreed as part of working of the selection committee.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		<i>Yes, completely</i>	Each applicant receive a personal generic answer by e-mail.
21. Do we provide adequate feedback to interviewees?		x		<i>Yes, partially</i>	Candidates not selected, can receive by e-mail or phone, from the members of the Selection Committee, a specific feedback.
22. Do we have an appropriate complaints mechanism in place?		x		<i>No</i>	Statistics on complaints: 0
Overall assessment					

23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				No	
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