

EURAXESS

OTM-R Checklist

Case number

2022ES832340

Name Organisation under review

ALBA-CELLS

Organisation's contact details

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Date endorsement charter and code

07/09/2022

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	We will upload it once or if we receive the HRS4R award
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	Internal guidelines adhere to the guidelines set out in Spanish law and therefore are public

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- No	As part of the psycho-social risk plan the training is scheduled for the people involved in the selection processes
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	CELLS website, email communications and advertisement in recruitment websites
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	Not at the moment
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	Trend in the share of applicants from outside the institution
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	Trend in the share of applicants from abroad
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	Trend in the share of applicants among underrepresented groups (frequently women)
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	Trend in the share of applicants from outside the institution
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	Review of the scientific objective excellency of the candidatures presented to our calls. Methodology and systematics of the monitorization needs further refinement and systematization.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	Yes, we have templates for advertising positions
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 reference of all vacancies is written in the job publications and on the URL address of the website page
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		+/- Yes substantially	The share of job adverts posted on EURAXESS; - Trend in the share of applicants recruited from outside the institution/abroad
Do we make use of other job advertising tools?	x	x		++ Yes completely	We usually use, apart from CELL's website, the Euraxess website and specialized mailing lists, Universities, LinkedIn, Instagram, etc. We also participate to several job fairs every year and punctually we do specific promotion campaigns for specific sectors, when lack of outreach is identified

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	When a candidate applies, he has to fill-in some information and upload his/her Resume, a Cover Letter and usually some references letters. After the final candidate is hired we ask for the necessary document when we need to ask for a work permit to the Spanish authorities. Before entering, they also have to send us personal data to register and prepare the contract and payslips. We want to avoid asking for any other unnecessary document.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	Yes, It is described in the spanish law and in the collective agreement
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Yes, the rules are in our collective agreement and in the template for the writing the job offer
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	Yes, at least there has to be two genders represented in the committees. Trend of proportional representation
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, the system is described in the job offer
Appointment phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	An email is sent to the candidates that do not win the position
Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	It is frequent practice to give feedback by phone. Clearer guidelines or procedures to this respect are being considered
Do we have an appropriate complaints mechanism in place?		x		-- No	Statistics on complaints (none so far)
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+ Yes partially	Questionnaire to evaluate the probationary period of the person selected by their supervisor