Open, Transparent and Merit-based Recruitment of Researchers

OTM-R

Checklist for Institutions

	Open	Transparent	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	We are currently working on the development and wording of the relevant OTM-R policy for our centre, following the guidelines provided by the *Code of Conduct for the Recruitment of Researchers*, published by the European Commission (EC) in 2015. This checklist has provided an overview of the areas that need to be strengthen in our recruitment policy and the CRM's HRS4R

					Steering Committee is reviewing the actions to be implemented before submitting the proposal to the CRM's direction board.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes, substantially	Last version of our 'Career plan' for researchers, visiting or joining the CRM, has been updated on May, 2015. http://www.crm.cat/en/About/General/Documentation/Documents/CRMcareerplan.pdf
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes, partially	The director of the CRM, the Manager, the administration staff and the research staff are all being trained to ensure they have the necessary information regarding the OTM-R policy.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes, substantially	Every call for a new position is published in our website http://www.crm.cat/en/Pages/Calls.aspx We will also start implementing the Euraxess portal as an e-recruitment tool.
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes, substantially	The recruitment of senior researchers is carried out under the supervision of the Scientific Advisory Board. For the selection of junior researchers a selection criteria control is completed before the opening of the call.

6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes, completely	With each call we receive a large number of applications from external researchers. Calls are disseminated among various universities in Spain and abroad. (Statistics on origin of applications need to be tracked).
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes, completely	The CRM focus is to bring together local and international researchers in order to build up and advance the research in the mathematics field. To that effect, we currently have a high rate of international researchers working at the CRM in various positions.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes, substantially	The CRM encourages both principal researchers and organizing committees for its activities to ensure the maximum representation possible of women and other underrepresented groups in their programs. To that effect, we are currently on the final stages of the implementation of an equality plan to be set in motion during the year 2018. There is no restriction in any way to applications in terms of gender, race, geographical location,… Statistics need to be tracked in order to evaluate the effectiveness of our current policy.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	No	We are working on different mechanisms to evaluate the satisfaction of our current staff, such as periodically sending surveys among our researchers.

10. Do we have means to monitor whether the most suitable researchers apply?				Yes, partially	The CRM management does not monitor directly that aspect of the recruitment process, but the Board of Directors evaluates the success of each call.

Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes, substantially	Research positions and calls are announced following governmental procedures.
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)]	x	x		No	We have to reevaluate the template used to advertise positions so each open call includes the elements foreseen in the relevant section of the toolkit.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		No	We do not currently post our calls and open positions on EURAXESS, that is one of the actions that we intend to put into practice as soon as possible for future calls.
14. Do we make use of other job advertising tools?	x	x		Yes, partially	Depending on the call we follow different outreach policies, mostly governmental public means and targeted e-mailing.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			Yes, substantially	Supporting documents requested are kept to the minimum required in order to ensure a fair and transparent selection.

Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	Yes, completely	Strict selection protocols are followed when establishing the committee for each call. The process is always open and public according to regulation.
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes, partially	Selection committees are created to suit each call under the supervision of the CRM's Scientific Advisory Board. Some actions need to be taken in order to secure gender equality and representation.
18. Are the committees sufficiently gender-balanced?		x	x	Yes, partially.	The composition of the committees is not always gender balanced but a clear effort is put on making them as much representative as possible.
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	Yes, substantially	Each call responds to a specific selection criteria that is transmitted to the committee through the related guidelines.

Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes, completely.	All applicants are informed at the end of the process of the resolution of their application, both successful and unsuccessful candidates.
21. Do we provide adequate feedback to interviewees?		x		Yes, substantially.	Some feedback is sent to unsuccessful applicants regarding the reasons why their application has not been accepted.

22. Do we have an appropriate complaints mechanism in place?		x		No.	Some mechanisms are needed to gather and manage claims and complaints

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				No.	Once the OTM-R policy is revised and approved by the CRM board, we will establish the relevant mechanism to ensure the guidelines are followed accordingly.