Annex: Open, Transparent and Merit-based Recruitment Check-list
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	*-/+ Yes, partially*	[web link] The UAB-HRS4R website (http://www.uab.cat/en/euraxess) is available to UAB community. This website gathers information about OTM-R, Charter and Code, and all kind of information related to the career development for researchers. Include Intranet links with the information about recruitment (Open and Transparent). Currently the guidelines is in national language, not in English. 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.
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*	There are clear procedures only for permanent researchers. For temporary researchers, there is a handbook with the procedures to be followed. However, there is a need to increase the awareness and ensure that recruitment and selection practices are carried out according to OTM-R procedures. The working group is working in a common OTM-R policy to all kind of UAB' job vacancies [Date of latest update; ensure that it is sent to all staff]
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	*-/+ Yes, partially*	Specific informative sessions have been conducted in 2016 about Euraxess and OTM-R procedures with key actors. Several focus groups in OTM-R procedures will be conducted during 2017., with the aim to train in OTM-R procedures different staff involved in the recruitment procedures.

					• Researchers (R4-R3) • Financial and project managers • HHRR staff - Existence of training programmes for OTM-R - Number of staff following training in OTM-R
4. Do we make (sufficient) use of e-recruitment tools?	x	x	x	*+/-Yes, substantially*	It is expected that the **Nexus platform** (e-recruitment tool) fully operates with all UAB' vacancies by the end of 2017 **Nexus platform** : number of applications
5. Do we have a quality control system for OTM-R in place?	x			*-/+ Yes, partially*	Once the OTM R policy is running, the organization and planning unit will be in charge to monitor and control the OTM-R process in place.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	*+/-Yes, substantially*	There has been a large increase in international advertisement of vacancies. It is planned to establish a mechanism to automatically advertise in Euraxess portal the UAB's job vacancies (2017 Trend in the share of applicants from outside the organisation
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	*++ Yes, completely*	Trend in the share of applicants from abroad
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	*++ Yes, completely*	This is one of the objectives of **the UAB's Observatory for Equality, which will participate in the preparation of the new UAB OTM-R policy.** Trend in the share of applicants among underrepresented groups (frequently women)
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	*++ Yes, completely*	Trend in the share of applicants from outside the organisation
10. Do we have means to monitor whether the most suitable researchers apply?				*+/-Yes, substantially*	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)
Advertising and application phase					

Question				Assessment	Comments
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		*+/-Yes, substantially*	There are clear guidelines only for permanent vacancies established by national rules. The HHRR office is actually working on different templates and guidelines for the advertisement of different positions in Spanish and English
12. 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*	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		*++ Yes, completely*	- The share of job adverts 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		*++ Yes, completely*	Yes, for positions of some knowledge fields with a very specific experience or qualification
15. Do we keep the administrative burden to a minimum for the candidate?	x			*+/-Yes, substantially*	The new e-recruitment & selection tools will facilitate this point
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	*+/-Yes, substantially*	There are clear guidelines only for permanent vacancies established by national rules. The new UAB - OTM-R policy will include detailed rules for the appointment of selection committees Statistics on the composition of panels
17. Do we have clear rules concerning the composition of selection committees?		x	x	*+/-Yes, substantially*	There are clear guidelines only for permanent vacancies established by national rules. The new UAB - OTM-R policy will include detailed rules concerning the composition of selection committees Written guidelines
18. Are the committees sufficiently gender-balanced?		x	x	*-/+ Yes, partially*	There are clear guidelines only for permanent vacancies established by national rules. The new UAB - OTM-R policy will include detailed rules for the composition (including gender-balance) 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	*+/-Yes, substantially*	There are clear guidelines only for permanent vacancies established by national rules. The new UAB - OTM-R policy will include detailed rules to help to judge merits.

					Written guidelines
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		*++ Yes, completely*	
21. Do we provide adequate feedback to interviewees?		x		*+/-Yes, substantially*	There are clear guidelines for permanent positions established by national rules. For temporary positions, there is an internal rule by should be updated
22. Do we have an appropriate complaints mechanism in place?		x		*++ Yes, completely*	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. Statistics on complaints
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				*+/-Yes, substantially*	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. The working group is constituted by: • Strategic Projects Unit • HHRR office • Organization and Planning Area