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. 1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	*-/+ Yes, partially*	An internal guide has been produced, which defines the recruitment procedures for all the research posts, however, a university-wide recruitment policy has not yet been developed. It is planned to develop and publish this policy on the website in the 20-23 Action Plan.
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*	An internal guide has been produced, which defines the recruitment procedures for all the research posts and sets out the procedures for all types of positions (R1-R4). This guide is being applied in the recruitment of researchers, but needs to be posted on the intranet.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	*-/+ Yes, partially*	Vice Rectorate for Research and Innovation Transfer (VRIT) and Vice-Rectorate of Academic Affairs (VOAP) are specially trained. The new Action Plan set out the training of HR and the quality management team. Indicator: Training in OTM-R within TOP (Training Open Program)
4. F Do we make (sufficient) use of e-recruitment tools?	x	x		*+/-Yes, substantially*	Electronic tools are used for all stages of recruitment:

					- Advertising and applications: UIC has a specific portal for the publication of job offers https://www.uic.es/es/trabaja-en-uic-barcelona/personal-docente-investigador). Job offers are always published on EURAXESS and other external channels. The candidates send in their CV and documents electronically and these are stored in our internal platform. In the case of the predoc and postdoc internal calls, Google Forms are generated to automatically file the documentation. - Evaluation and selection: evaluation is carried out on the basis of documentation received electronically, as is pre-selection. Communication with shortlisted applicants is also online. - Interview and appointment: Shortlisted candidates carry out an interview or oral defence in person or virtually, if they live abroad. INDICATOR: (https://www.uic.es/es/trabaja-en-uic-barcelona/personal-docente-investigador).
5. Do we have a quality control system for OTM-R in place?	x	x	x	*-/+ Yes, partially*	We have quality management systems in place for calls and documentation. However, we need to involve the Educational Innovation and Quality Service (SIQE) throughout the process to establish a more effective system. Proposed indicator: Link to control mechanisms
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	*+/-Yes, substantially*	Since we started the competitive recruitment procedure, there has been a substantial increase in the number of staff recruited from outside UIC.

					INDICATOR: -Trend in proportion of applicants from outside UIC: R1 2018/19: 18 candidates/6 Masters taken outside UIC R1 2019/20: 21 candidates /14 Masters taken outside UIC R2/R3 2018/19: 173 candidates/167 from outside UIC
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	*-/+ Yes, partially*	The procedure has been changed and advertisements are published to EURAXESS in order to reach foreign candidates, thus complying with the policies for attracting researchers. We may still need to develop procedures for reception of these researchers to facilitate their recruitment. INDICATOR: - Trend in proportion of foreign applicants R1 2018/19: 18 candidates /9 foreign R1 2019/20: 21 candidates /7 foreign R2/R3 2018/19: 173 candidates /101 foreign
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	*+/-Yes, substantially*	We have a high rate of female employment. We do not have any notable minorities, or groups requiring special protection. We need to pay special attention to people with disabilities. INDICATOR: -Trend in the proportion of under-represented groups (women) in applications: R1 2018/19: 18 candidates/8 women R1 2019/20: 21 candidates/12 women R2/R3 2018/19: 173 candidates/59 women
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	*+/-Yes, substantially*	Salary is essentially the most attractive element for researchers, but we need to continue developing the university network (cooperation, competition, mobility...)

10. Do we have means to monitor whether the most suitable researchers apply?				*+/-Yes, substantially*	Anyone can apply, but there are mandatory requirements for each vacancy according to the type of researcher which ensure the best candidates reach us. For R1 calls it is mandatory to go through the process for external competitive calls before going through the internal process, therefore some of this information has already been dealt with. INDICATOR: - Trend in the proportion of suitable applicants. R1 2018/19: 18 candidates/10 excluded R1 2019/20: 21 candidates/4 excluded
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions	x	x		**++ Yes, *completely***	The internal recruitment guide sets out the recruitment guidelines. Advertisements are managed centrally from VRIT and VOAP. UIC has a job offer template that is provided by Vice-Rectorates to the recruiting area. Once it has been filled out, the information is validated by the departments and posted on the various platforms.
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 report2	x	x		*-/+ Yes, partially*	UIC has a template for job offers that specifies all the elements: Organisation offering the job, job title, professional level (R1-R4), selection criteria, required and desirable competences, working conditions (salary, type of contract...) and opportunities and prospects for career development. We are currently developing a recruitment policy for the institution, and a new equality policy will need to be defined. When these have been defined, the advertisements will link to them.

					INDICATOR: - Any UIC advertisement on EURAXESS: https://euraxess.ec.europa.eu/jobs/508087 show Toolkit items
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes, *completely*	The internal recruitment guide specifies that Euraxess must be used in addition to using our own recruitment tools. We plan to use Euraxess for competitive calls for pre-doc positions. INDICATOR: - % of advertisements published on EURAXESS; 90% - % of advertisements published in three languages: 100% - Trend in foreign applicants hired from outside UIC Barcelona/abroad: R1 2018/19: 7 hired/0 foreigners R1 2019/20: 7 hired /1 foreigners R2/R3 2018/19: 8 hired /5 foreigners
14. Do we make use of other job advertising tools?	x	x		++ Yes, *completely*	We publish all job offers on our own website: https://www.uic.es/es/trabaja-en-uic-barcelona/personal-docente-investigador Other platforms such as Red IRIS, ResearchGate and LinkedIn are also used.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b) 45]	x			+/-Yes, *substantially*	The submission of documentation and contract signing are handled digitally with the candidate, reducing the administrative burden on the candidates. For competitive calls, we ask for the documentation to be submitted to us by email. The originals are only requested to sign the contract.

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	*+/-Yes, substantially*	The internal recruitment guide defines the commissions according to the type of vacancy (R1, R2, R3 or R4). For stable positions, the appointment of the committee is made at the time of the call.
17. Do we have clear rules concerning the composition of selection committees?		x	x	*+/-Yes, substantially*	The internal recruitment guide defines the selection committees according to the type of vacancy (R1, R2, R3 or R4), and include external experts according to the professional level of the candidate sought (R1-R4).
18. Are the committees sufficiently gender-balanced?		x	x	*+/-Yes, substantially*	Yes, we try to always ensure this.
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, partially*	There are no written guidelines. For permanent positions, the selection criteria are defined through agreement. For predoc calls, objective selection criteria are defined that enable selection of the best candidate.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		**++ Yes,** *completely*	We inform all applicants electronically or by telephone. In all selection processes, the results and the information regarding the various stages are published in good time for the candidates. In addition, we contact candidates directly to inform them of the results.
21. . Do we provide adequate feedback to interviewees?		x		**++ Yes,** *completely*	All candidates are informed of their own results and the results of all the other candidates. For competitive calls based on objective criteria, the marks are published for each of the sections, and communication is maintained via email for any queries they may have.

22. Do we have an appropriate complaints mechanism in place?		x		**++ Yes, _completely_**	UIC's ombudsman, HR and VRIT are available to candidates for any complaints they may have.
Overall assessment					
23. Do we have a system in place to assess whether OTMR delivers on its objectives?				**-- _No_**	The system is in the process of being defined.