

## TEMPLATE 3 – OTM-R Checklist

Case number

Name Organisation under review: Institut de Recerca Biomèdica de Lleida- Fundació Dr. Pifarré (IRBLLEIDA)

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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.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	*Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++ Yes, <i>completely</i>	<ul style="list-style-type: none"> <li>Policy on Recruitment and Selection of IRBLLEIDA</li> <li><b>OTM-R1/ action 7</b> in the new action plan</li> </ul>

2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	<i>-/+ Yes, partially</i>	<ul style="list-style-type: none"> <li>Policy on Recruitment and Selection of IRBLLEIDA <b>OTM-R1/ action 7</b> in the new action plan</li> </ul>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	<i>-/+ Yes, partially</i>	<ul style="list-style-type: none"> <li>IRBLleida has disseminated a video about “Recruitment Bias in Research Institutes” among RRHH staff.</li> <li>Specific training to selection committees in transparent and merit-based selection policies <b>OTM-R1/ action 7</b> in the new action plan</li> </ul>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		<i>+/- Yes, substantially</i>	<ul style="list-style-type: none"> <li>IRBLleida website and email communications</li> </ul>
5. Do we have a quality control system for OTM-R in place?	x	x	x	<i>-- No</i>	<ul style="list-style-type: none"> <li>Monitor the Recruitment and Selection Policy of IRBLleida through the annual measurement of the specific indicators. <b>OTM-R1/ action 7</b> in the new action plan</li> </ul>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<i>++ Yes, completely</i>	<ul style="list-style-type: none"> <li>Trend in the share of applicants from outside the institution</li> <li>Implement and disseminate immigration guidelines, publishing a version of the guidelines online in English. <b>OTM-R1/ action 7</b> in the new action plan</li> <li>Provide an appropriate environment and a specific support for foreign researchers <b>OTM-R 4</b> in the new action plan</li> </ul>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<i>-/+ Yes, partially</i>	<ul style="list-style-type: none"> <li>IRBLleida has specific financial support granted in accordance with a competitive procedure, focused on attracting researchers from abroad</li> </ul>

					<ul style="list-style-type: none"> <li>• Implement and disseminate immigration guidelines, publishing a version of the guidelines online in English. <b>OTM-R1/ action 7</b> in the new action plan</li> <li>• Provide an appropriate environment and a specific support for foreign researchers <b>OTM-R 4</b> in the new action plan</li> </ul>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes, <i>completely</i>	<ul style="list-style-type: none"> <li>• Trend in the share of applicants among underrepresented groups (frequently women)</li> <li>• Policy on Recruitment and Selection of IRBLLEIDA; <b>OTM-R1/ action 7</b> in the new action plan</li> <li>• Equal opportunities policy <b>OTM-R2/Action 5</b> in the new action plan</li> </ul>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes, <i>completely</i>	<ul style="list-style-type: none"> <li>• More flexibility in working conditions in accordance with the needs of the researchers</li> <li>• The institution provides standard working conditions according with national legislation. Additionally, through agreements with the works committee, it considers schedule flexibility, telecommuting and other aspects to ensure a successful research activity</li> </ul>
10. Do we have means to monitor whether the most suitable researchers apply?				-- <i>No</i>	<ul style="list-style-type: none"> <li>• Monitor the Recruitment and Selection Policy of IRBLleida through the annual measurement of the specific indicators. <b>OTM-R1/ action 7</b> in the new action plan</li> </ul>
<b>Advertising and application phase</b>					

11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ <i>Yes, completely</i>	<ul style="list-style-type: none"> <li>HR Unit templates for recruitment and selection</li> </ul>
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>Yes, partially</i>	<ul style="list-style-type: none"> <li>The job advertisement includes a concise description of requirements and information on organization and recruiting unit, job title, specifications and starting date, selection criteria distinguishing the “required” and “desirable” competencies, number of available positions, workplace, entitlements, type of contract, deadline and contact details.</li> <li>Improve the information about OTM-R policies in job offers <b>OTM-R 5</b> in the new action plan</li> </ul>
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ <i>Yes, partially</i>	<ul style="list-style-type: none"> <li>We make use of EURAXESS to reach a wider audience for specific calls.</li> <li>Consolidate the full use of EURAXESS platform for job vacancies advertising <b>OTM-R 6</b> in the new action plan</li> </ul>
14. Do we make use of other job advertising tools?	x	x		+/- <i>Yes, substantially</i>	<ul style="list-style-type: none"> <li>The Institute uses other applications such as Twitter, LinkedIn in order to promote job vacancies</li> </ul>
15. Do we keep the administrative burden to a minimum for the candidate?	x			++ <i>Yes, completely</i>	<ul style="list-style-type: none"> <li>When applying for the job, candidates are just required to provide their CV</li> </ul>
<b>Selection and evaluation phase</b>					

16. Do we have clear rules governing the appointment of selection committees?		x	x	-/+ <i>Yes, partially</i>	<ul style="list-style-type: none"> <li>• Policy on Recruitment and Selection of IRB LLEIDA.</li> <li>• Include a balanced representation of profiles, competences and gender equality in selection committees</li> </ul> <p><b>OTM-R1/ action 7</b> in the new action plan</p>
17. Do we have clear rules concerning the composition of selection committees?		x	x	-/+ <i>Yes, partially</i>	<ul style="list-style-type: none"> <li>• Selection committees are composed of a minimum of 3 members and are established of all profiles (R1-R4)</li> <li>• Policy on Recruitment and Selection of IRB LLEIDA</li> <li>• Include a balanced representation of profiles, competences and gender equality in selection committees</li> </ul> <p><b>OTM-R1/ action 7</b> in the new action plan</p>
18. Are the committees sufficiently gender-balanced?		x	x	++ <i>Yes, completely</i>	<ul style="list-style-type: none"> <li>• Selection committees are made up of: The Director or the manager of the Institute, the responsible researcher and the HR responsible</li> <li>• Policy on Recruitment and Selection of IRB LLEIDA</li> <li>• Include a balanced representation of profiles, competences and gender equality in selection committees</li> </ul> <p><b>OTM-R1/ action 7</b> in the new action plan</p>
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>	<ul style="list-style-type: none"> <li>• The Institute has disseminated a video about "Recruitment Bias in Research Institutes" among RRHH staff.</li> <li>• Policy on Recruitment and Selection of IRB LLEIDA</li> </ul>

					<ul style="list-style-type: none"> <li>Define standard and unified criteria for the judging merit prioritization, evaluation and selection of candidates. <b>OTM-R1/ action 7</b> in the new action plan</li> </ul>
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		<i>++ Yes, completely</i>	<ul style="list-style-type: none"> <li>IRBLleida sends a dismissal letter to all candidates and publishes the resolution of job offers through the website</li> </ul>
21. Do we provide adequate feedback to interviewees?		x		<i>-/+ Yes, partially</i>	<ul style="list-style-type: none"> <li>Improve the adequate feedback to interviewees about the internal recruitment process, the selection criteria and the results. <b>OTM-R1/ action 7</b> in the new action plan</li> </ul>
22. Do we have an appropriate complaints mechanism in place?		x		<i>-/+ Yes, partially</i>	<ul style="list-style-type: none"> <li>Implement a standard procedure to handle complains and appeals from researchers <b>OTM-R3 / action 10</b> in the new action plan</li> </ul>
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				<i>-/+ Yes, partially</i>	<ul style="list-style-type: none"> <li>Monitor the Recruitment and Selection Policy of IRBLleida through the annual measurement of the specific indicators. <b>OTM-R1/ action 7</b> in the new action plan</li> </ul>