

## OTM-R Checklist

**Case number:** 2019ES442467

**Name Organisation under review:** Maimonides Biomedical Research Institute of Cordoba - IMIBIC

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### 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	++ Yes completely	web link

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes completely	Date of the latest update of the POE-GER-004 (current version June 2019, v2.3)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes substantially	Nr. of trainings; Nr of personnel trained
Do we make (sufficient) use of e-recruitment tools?	x	x		-- No	Not applicable
Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	Date of the latest update of the POE-GER-004 (current version June 2019, v2.3); Passing the external audit in 2021
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	Nr. of foreign researchers applying for job offers; Nr. of and share of job offers posted on EURAXESS
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	Nr. of foreign researchers applying for job offers; Nr. of and share of job offers posted on EURAXESS

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	% of women applicants; % of the implementation of Gender Equality Plan
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	% of the implementation of Gender Equality Plan % of staff that take advantage of the flexible working hours option
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	Nr of applicants fulfilling the requirements set in the job offer (indicator collected depending on available resources)
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	% of all published job offers complying with the predefined format
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+ Yes partially	Regular updates of documents and templates related to recruitment.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	The number and share of job offers posted on EURAXESS
Do we make use of other job advertising tools?	x	x		-/+ Yes partially	Increased use of social media and alternative online platforms for advertising job offers
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	The requested documents are those strictly necessary to assess the candidates.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	Date of the latest update of the POE-GER-004 (current version June 2019, v2.3)
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Date of the latest update of the POE-GER-004 (current version June 2019, v2.3)
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	Gender balance in the composition of the selection committees

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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	Date of the latest update of the POE-GER-004 (current version June 2019, v2.3)
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		-/+ Yes partially	Result of each selection process published online
Do we provide adequate feedback to interviewees?		x		+/- Yes substantially	The results of the selection (and numeric evaluation against the selection criteria of all interviewed candidates) are published online
Do we have an appropriate complaints mechanism in place?		x		+/- Yes substantially	Nr of complaints/appeals regarding recruitment process
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				++ Yes completely	Scientific progress report and results presented every year.