

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.

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, <i>substantially</i>	Our complete R&S procedure is available internally to all users in our Quality Management Systems (QMS) database. The document is published in English since it's the official language of INL. INL has also online in the HRS4R website a comprehensive version of the R&S procedure for public access.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes, <i>completely</i>	The R&S procedure includes all type of positions. It has been disseminated to all users and the updated version is digitally available on the QMS database (date of the last update: 24/10/2022). In specific cases, the R&S follows the guidelines and applicable rules of each funding framework.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-Yes, <i>substantially</i>	Currently INL has a training program in place for R&S boards and support/training for all hiring managers provided by the correspondent HR partner (HRP).

4. Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes, completely	INL has a Web-based tool for (all) the stages of the R&S process: <ul style="list-style-type: none"> - ATS platform (Jobvite), online application, online screening-forms, video recording and online interviews (zoom, Microsoft teams). - Digital tools for evaluation: CV screening, interview and recruitment report
5. Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes, completely	INL has the certification for its Quality Management System (QMS) with NP EN ISO9001:2015 and is also certified in accordance with ISO 13485:2016 and NP 4457 standards. In the context of these certifications, the OTM-R is annually audited as an HR support process.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes, completely	Our vacancies are open to all nationalities and largely disseminated through well-known international recruitment channels such as: Euraxess, LinkedIn, Nature Jobs, Research Gate among other specialized channels.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-Yes, substantially	INL is an International Organisation focused in attracting the best international researchers by supporting them from recruitment and through employment. This is done since the recruitment stage through an easy access online application and selection process, followed by an attractive compensation package including full support for relocation, visa assistance and travel arrangement for the selected candidates and family members (where applicable).

8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+ Yes, <i>partially</i>	<p>The Director General Resolution no. DGR/DIR/167 from May 2021 approved a new regulation (REG/HR/009) concerning the implementation of a Respectful Workplace Policy and the prohibition of discrimination.</p> <p>In addition, INL has a specific gender equality plan (GEN/DIR/008) and a Gender Equality Committee published and formed in 2021. INL Staff Rules (Article 47) state the requirement to indicate, at any vacancy notice, that INL follows the principles of non-discrimination. This is observed in the form of an 'equal opportunities and non-discrimination principles statement' in all job advertisements.</p> <p>However, there is still a need to develop specific R&S standards for disadvantage and underrepresented groups.</p>
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>	<p>INL has attractive working conditions for researchers:</p> <ul style="list-style-type: none"> - Easy and open access to state-of-art facilities - Work-life balance conditions (specific allowances for families, flexible working arrangements, nursery, annual leaves, gym allowances). - Relocation, visa and travel support.
10. Do we have means to monitor whether the most suitable researchers apply?				+/-Yes, <i>substantially</i>	<p>INL has in place evaluation tools to assess all the applications as follows: perform eligibility check, CV screening and interview evaluation. The evaluation criteria set out in our R&S procedure includes a combination of</p>

					various qualitative and quantitative research indicators of high performance.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ <i>Yes, completely</i>	INL has available different type of templates for advertising positions considering the different funding frameworks and its requirements.
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, substantially</i>	INL job advertisements include references to the evaluation stages of R&S process.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ <i>Yes, completely</i>	INL publishes all positions on Euraxess.
14. Do we make use of other job advertising tools?	x	x		+/- <i>Yes, substantially</i>	INL uses the following job advertising channels: Euraxess, Nature Jobs, Research Gate, Academic Positions, LinkedIn, among others requested specifically for the call/position.
15. Do we keep the administrative burden to a minimum for the candidate?	x			+/- <i>Yes, substantially</i>	The candidate submits the application online, by completing the applicable employment application form and submit the documentation required in the job advertisement. All communication is done via the R&S digital platform. The candidates can also check online the status of their application.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/- <i>Yes, substantially</i>	The R&S procedure includes the appointment procedure for both: Selection Committees and R&S boards permanent boards. The R&S Boards are appointed by the DG and the Selection committee members are appointed by the Hiring Manager. All committees are

					validated by the HRP before performing their functions.
17. Do we have clear rules concerning the composition of selection committees?		x	x	++ <i>Yes, completely</i>	The R&S procedure includes the rules for the composition of the R&S Permanent Boards and Selection Committees. Each HRP validates the composition of the committee for each job vacancy. However, INL does not have in place a way to track the statistics on the composition of the panels.
18. Are the committees sufficiently gender-balanced?		x	x	+/- <i>Yes, substantially</i>	The Selection Committee should be composed, whenever is possible, with a gender balance of at least 40% participation of the underrepresented gender. The composition of the Selection Committee is always subject to the validation of the HRP to ensure compliance with this procedure. INL does not have in place a way to track the statistics on the composition of the panels.
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>	In the R&S procedure is stated clear evaluation guidelines to judge the candidate merit. However, there is a need to improve the assessment on hard and soft skills through a comprehensive qualitative and quantitative evaluation scheme and develop a competency-based interview
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++ <i>Yes, completely</i>	Yes, each applicant is informed about the outcome of the R&S process at the end of the selection process.

21. Do we provide adequate feedback to interviewees?		x		-/+ Yes, partially	We provide feedback but not in detail about the interview outcome (e.g. strengths, weakness, opportunity of improvement).
22. Do we have an appropriate complaints mechanism in place?		x		-/+ Yes, partially	We have a complaint mechanism in place for positions funded by national funded projects and we accept and handle any complain expressed during any R&S process.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/-Yes, <i>substantially</i>	INL has in place specific indicators to monitor the R&S general objectives. A more detailed reporting scheme to monitor the different stages of the process is under preparation.