Universitat Oberta de Catalunya — UOC

Open, Transparent and Merit-based Recruitment Check-list_Internal Review_2020

	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, *completely***	The UOC website contains a specific open section on HRS4R. This section includes an explanation of how the entire HRS4R implementation process has been managed at the UOC, the committees and working groups involved, documentation related to the Initial Phase and Internal Review and related links. The website section also provides an explanation of the European Charter for Researchers and the Code of Conduct for their Recruitment, and the OTM-R, as well as links of interest for further information on these. The section is available in three languages: Catalan, Spanish and English, except for the documents and links related to the process, which are only provided in English.

					In this section the UOC has also published the OTM-R Checklist that was submitted to EURAXESS in 2018 as well as the current 2020 version, with the purpose of showing the evolution of the UOC's OTM-R policy. Furthermore, the UOC has worked on updating its internal guides for the selection of research staff for projects and the selection of research and teaching staff. As regards the selection of predoctoral and postdoctoral researchers, the call for applications includes information on all the procedures that will be followed during the selection process.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes, *completely*	The UOC has updated its selection policy, which is currently available for internal consultation on the UOC Intranet and, for external users, on the transparency portal. where it is published in the official languages (Spanish and Catalan) As regards internal selection guides for research staff, a detailed procedure for the selection of teaching and research staff and an internal procedure for the selection of personnel for research projects have been established. These procedures are published on the UOC Intranet, to which all workers have access. As regards the selection of predoctoral and postdoctoral researchers, the call for applications includes information on all the procedures that will be followed during the selection process.

3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	*+/-Yes, substantially*	The UOC working team is continuing to receive training on OTM-R, particularly the training sessions offered by EURAXESS, with the aim of ensuring that those of the UOC's processes linked to access to research roles and researcher development are aligned with the European requirements, thus helping to further the development of research careers. Moreover, knowledge of this area is shared between the different members of the OTM-R working group.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes, completely	All calls for applications for research positions are published and processed online. The different phases of the process – publication of offers for research positions, application and recruitment – are carried out via the *UOC's Join our team* portal and through the UOC's E-Services Portal, and, if appropriate, through other relevant websites (EURAXESS, ResearchGate and Academic Positions) depending on the role. The candidate interview and assessment phase is in-person, with the option of virtual interviews if this helps candidates to access to the selection process.
5. Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes, completely	The UOC has different quality control systems in place for the processes related to access to and development of research careers: . Annual review of the selection, welcome and development procedures and evaluation of measures for improvement. . Research staff for projects and teaching and research staff: an internal final report of the

					selection process is produced that gives a summary of the selection process with the most relevant data, such as: application period, number of applications received and preselected, the candidates interviewed for the position, and objective reasons why each applicant has been successful or unsuccessful. . As regards predoctoral and postdoctoral candidates for competitive UOC calls, the terms and conditions of application specify the procedure that will be followed for carrying out the selection process. Once the provisional list of selected candidates is published, there is also a period for submitting appeals against the decision as well as the option of requesting a copy of the evaluation in order to improve future applications. Furthermore, the UOC has created an OTM-R working group that ensures these procedures and any improvements that are implemented are aligned with the OTM-R. At the present time, the working group is reviewing and evaluating the various procedures as a first step to being able to establish a global OTM-R quality control system.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes, completely	Job offers are published openly and transparently on the University website. Furthermore, for the purpose of always ensuring maximum dissemination of job offers, in each particular case the UOC always studies the suitability of publishing the offer on other external websites.

					The UOC has also worked to develop its *Join our team careers website*, creating a section addressed to researchers to help them understand their future role within the University. This careers website is also available in three languages: Spanish, Catalan and English.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes, completely	The UOC publishes its research offers on the careers website section in Catalan, Spanish and now also in English. For each job offer, the UOC also decides which recruitment websites are the most suitable for advertising the position in question, using EURAXESS to publish research offers when, due to the specific characteristics of the position to fill, this may attract potential candidates with the right profile. The UOC has also started to use international recruitment websites in order to reach more potential foreign candidates. These recruitment websites are used whenever they are considered the best way to attract candidates in light of the requirements of the vacancy profile. These new recruitment sources are Academic Positions and ResearchGate, where the offers are published in English. Furthermore, the creation of the new careers website and the internal and external communication plan that the UOC has created facilitate access to and knowledge of our research job offers for both national and foreign researchers, as well as providing information on the way we work and the conditions at our

					University, with testimonials from UOC researchers who give a first-hand account of their experience.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes, completely	The UOC continues to publish its job offers without any information that could lead to indirect discrimination in the recruitment process. Furthermore, the UOC has implemented a disability services training plan addressed to Personnel members involved in selection processes.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes, completely	The UOC has held firm to its key commitment of offering its professionals a high degree of flexibility for achieving work-life balance, with a variety of tools including telecommuting. In this regard, it should be noted that with the exceptional situation caused by COVID-19, the UOC has established 100% remote working as the preferred option in order to minimize health risks for its workers and to improve work-life balance. However, for those workers (including research staff) who, for whatever reason, need to come into the University's offices to work, spaces have been opened up where they can work on request. Apart from teleworking and the measures provided by the national legislation, and in order to promote an optimal balance between work and personal life, the UOC offers its employees reduction in the working day to care for children or persons with disabilities, leaves for formal or recognized training, special training leaves, nine free days for balancing personal, work and family life, flexibility of working time, fiscal benefits for

					the nursery school, training within the working time, subsidized restaurant, monetary assistance for relocation, salary guarantee for cases of temporary disability, life and accident insurance, reimbursable advances, civil Liability Insurance and flexible remuneration plan, among other.
10. Do we have means to monitor whether the most suitable researchers apply?				++ Yes, completely	To start a selection process there must be a recruitment request and an specific vacancy profile. The person who joins the institution is always selected because his or her skill profile matches the profile required to perform the vacancy's tasks or responsibilities. No professional is recruited whose skills do not match those defined in the vacancy profile. Personnel and Social Responsibility ensures that the selection processes are completely objective and professionalized. If no suitable researchers apply the vacancy is republished in order to make sure that the most suitable professionals apply. In all the selection processes, Personnel and Social Responsibility issues a report with a brief assessment of all the applicants who have been interviewed and the reasons for the chosen finalist.
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes, completely	The UOC has templates that are used internally by Personnel, which is the team responsible for publishing job offers for research staff for projects and teaching staff. It has a template for publishing offers on the *Join our team* section of the UOC website, as well as a template for

					publishing offers on other external recruitment websites. As regards the publication of offers on the EURAXESS, ResearchGate and Academic Positions websites, Personnel is always responsible for publication, which is why the information is entered directly onto the web form rather than using a template.
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 report*]	x	x		+/-Yes, substantially	UOC includes in its job advertisement references/links to most of the elements foreseen in the relevant section of the toolkit. However, not all the elements are always included and improvements will be done in order to review the appropriate inclusion of the elements mentioned in the toolkit.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes, completely	For each offer, the UOC decides which recruitment websites are most suitable for advertising the position in question, using EURAXESS to publish research offers when, due to the specific characteristics of the position to fill, this may attract potential candidates with the right profile.
14. Do we make use of other job advertising tools?	x	x		++ Yes, completely	The UOC continues to publish its job offers in a specific section of its website. In 2020 it has developed this section and created a careers website. When appropriate, it also advertises its job offers on social media as well as on other recruitment websites such as ResearchGate, Academic Positions and EURAXESS.
15. Do we keep the administrative burden to a minimum for the candidate? [*see Chapter 4.4.1 b)* [45]]	x			++ Yes, completely	Yes. The UOC continues to require that candidates who apply for the job offers published on its Careers Website complete only a minimum

				amount of administrative procedures, requesting only the information and documents that guarantee the selection process is transparent and merit-based. When the job offer is published on another external recruitment site, the administrative procedures are the minimum procedures required by the website in question. It should also be mentioned that the UOC is working on a new system for applying to vacancies via its careers website, with the aim of making job offers easier to access and improving the experience of candidates during the application and selection process.
16. Do we have clear rules governing the appointment of selection committees? [*see Chapter 4.4.2 a)* [45]]		x	x	++ Yes, completely	The internal procedures for the selection of research staff for projects and teaching staff specify how the selection committee should be formed. Information on the selection procedure is held by the UOC members who regularly participate in such procedures, and is also available on the UOC Intranet to make it public and transparent for the entire organization. As regards the selection of predoctoral and postdoctoral researchers, the call for applications includes details of all the procedures that will be followed during the selection process and how the selection committee will be formed.

17. Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes, completely	The internal procedures for the selection of research staff for projects and teaching staff specify how the selection committee should be formed, who should be involved in the process and in what phases. Information on the selection procedure is held by the UOC members who regularly participate in such procedures, and is also available on the UOC Intranet to make it public and transparent for the entire organization.
18. Are the committees sufficiently gender-balanced?		x	x	+/-Yes, substantially	According to internal regulations and the equality plan, selection committees should always include personnel with adequate competences to perform the requested evaluations, be gender balanced and perform their tasks impartially and in an open manner.
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	Internal procedures for the selection of research staff for projects and teaching staff explain how the selection committee is decided, who should be involved in the process and in what phases. Information on selection procedures is held by the UOC members who regularly participate in such procedures, although in the next few months it will also be published on the UOC Intranet to make it public and transparent for the entire organization.
20. Do we inform all applicants at the end of the selection process?		x		++ Yes, completely	Yes, at the end of the selection process the candidates are always informed of whether or not they have been successful.

21. Do we provide adequate feedback to interviewees?		x		++ Yes, completely	Yes. All candidates receive feedback: candidates who have been interviewed for the positions of research staff for projects and research and teaching staff are informed by telephone of the outcome of the interview and the reasons for the decision. Those candidates who do not make it to the interview stage are sent an email informing them that they have not been successful. In the case of postdoctoral candidates, the decision is posted on the UOC website and a period of time is given for submitting appeals and requesting a copy of the evaluation. Any candidate who wish further information on the evaluation received by himself may ask formal access to data.
22. Do we have an appropriate complaints mechanism in place?		x		++ Yes, completely	During the selection process, all candidates can submit complaints and requests via their contact person or via the email address selecció@uoc.edu which has been created for this purpose.
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+ Yes, partially	A specific group has been created in the UOC for monitoring the HRS4R and OTM-R, made up of members from Human Resources, the Doctoral School and the IN3. This group is responsible for reviewing the various life cycle processes of UOC research staff with the aim of making improvements and ensuring that the procedures comply with the specifications of the OTM-R system.