Template 1 – Annex: Open, Transparent and Merit-based Recruitment Check-list_Initial Phase_2018
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	+/-	Published at UOCs Intranet. The policy is addressed to all UOCs staff and includes research. However, the research career path competencies and skills will be reviewed and updated as an integral part of adopting the EU Charter and Code for Researchers. Indicator(s): Publication of OTM-R rules in force at UOC.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-	Yes, an OTM- R procedure (recruitment policy) and internal guide are in place. The guide sets out rules and procedures for the recruitment of all researcher positions following the principles of openness, transparency, and merit. However, the research career path competencies and skills will be reviewed and updated as an integral part of adopting the EU Charter and Code for Researchers. An analysis of UOC research profiles descriptors will be done to better align them with the European profiles. Indicator(s):

					Date of latest update; ensure that it is sent to all staff.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-	Yes, training is provided to all those who are involved in the recruitment process. Specifically, the Vice-rector for Strategic Planning and Research, the Vice-rector for Globalization and Cooperation, the Vice-rector for Teaching and Learning, the UOC HRS4R Implementation and Monitoring Committee, the Human Resources and People Development Office staff and the Knowledge Transfer and Research Support Office staff are trained in the area of OTM-R. The use of the OTM-R guide will be further promoted throughout the institution. Indicator(s): Existence of training programmes for OTM-R. Number of staff following training in OTM-R. Working Group about OTM-R procedures.
4. Do we make (sufficient) use of e-recruitment tools?	x	x			++	Yes, all our recruitment processes use a Web-based tool to avoid discriminating against candidates based on their geographical location and/or financial means. Indicator(s): Web-based tool for (all) the stages in the recruitment process.
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/-	There is not a unique specific control system (e.g. OTM-R Commission) but a set of complementary ones, including: regular audit of

					administrative procedures, periodic assessment of the university, specific procedures of recruitment protocols. Additionally, 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. However, a specific quality control mechanisms for OTM-R could be established. Indicator(s): Specific quality control mechanisms for OTM-R. Date of the latest internal audit performed.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	Yes, completely. Job offers are open and transparent to internal and external candidates. Indicator(s): Trend in the share of applicants from outside the organisation.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+	UOC publishes its job offers on its website and for research also on Euraxess (in English). However, on the UOC's website not all the offers are published in English and this would be important to facilitate access of as many candidates as possible, also from foreign countries. It should be noted that comparatively low salaries in Spain often discourage high level candidates from abroad. Indicator(s): Trend in the share of applicants from abroad.

8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	Advertising for all positions does not restrict in any way the access of underrepresented groups. No information related with age, gender or race or any other aspect that may directly or indirectly discriminative is taken into consideration in the recruitment process. Recommendations for achieving gender balance are included in the Equality Plan and in the recruitment procedure Indicator(s): Trend in the share of applicants among underrepresented groups (frequently women)
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	A key commitment of the UOC is to offer its employees flexibility, so that they can balance their work and personal life. This allows them to manage the time they spend at work and to choose their work location, provided this has been previously agreed with their manager. Last year, more than 400 employees were able to telework, a measure which allows them to work virtually, without having to travel to the workplace. 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. Indicator(s): Trend in the share of applicants from outside the organisation.
10. Do we have means to monitor whether the most suitable researchers apply?				++	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. Indicator(s): Trend in the share of eligible applicants. Trend in the internal scores assigned by the Evaluation Committee to applicants. Trend in the number of applicants who reach the expected threshold.
Advertising and application phase					

UOC Universitat Oberta de Catalunya

11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	Yes, completely. Templates for recruitment request and vacancy profiles are available and regularly updated. Job adverts are regularly posted at UOCs webpage and at the EURAXESS webpage. Indicator(s): Selection policy / procedure Templates availability
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		+/-	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. Indicator(s): Number of elements referenced/linked
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	UOC publishes its job offers on its website and on Euraxess (in English). Indicator(s): - The share of job advertisements posted on EURAXESS; - Trend in the share of applicants recruited from outside the organisation/abroad
14. Do we make use of other job advertising tools?	x	x		++	UOC's webpage has a specific job advertisement section. Offers are often also published in other channels including social media and depending on the specific outreach plans of each call. Indicator(s):

					Number of job positions published in other webs or using other advertising tools.
15. Do we keep the administrative burden to a minimum for the candidate? [*see Chapter 4.4.1 b)* [45]]	x			++	Yes. UOC admits transmission of supporting documents by electronic means, via e-mail. The request for supporting documents is limited to those which are really needed in order to make a fair, transparent and merit-based selection of the applicants. Indicator(s): Number of documents required.
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	-/+	General rules have been included in specific protocols. Internal regulation fixes the criteria for the composition of commissions. However, not all the elements mentioned in Chapter 4.4.2.a are followed and improvements will be done in order to implement the rules. Indicator(s): Statistics on the composition of panels.
17. Do we have clear rules concerning the composition of selection committees?		x	x	-/+	General rules have been included in specific protocols. Internal regulation fixes the criteria for the composition of commissions. However, improvements will be done in order to implement the rules. Indicator(s): Written guidelines.
18. Are the committees sufficiently gender-balanced?		x	x	+/-	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. Indicator(s): Including gender-balance requirements in the regulation on the appointment of members of selection committees. Share of women in our Evaluation Committee.
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	-/+	General rules have been included in specific protocols. Internal regulation fixes the criteria for the composition of commissions. However, improvements will be done in order to implement the rules. Indicator(s): Written guidelines.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	Yes. Candidates are always informed at the end of the selection process. Indicator(s): Applicants informed (%)
21. Do we provide adequate feedback to interviewees?		x		++	Yes. All candidates receive feedback. Any candidate who wish further information on the evaluation received by himself may ask formal access to data. Indicator(s): Applicants informed about the results (%). Feedback to final stages applicants (%).
22. Do we have an appropriate complaints mechanism in place?		x		-/+	Yes, all candidates can address their complaints.

					Indicator(s): Statistics on complaints.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?					Not yet. A system for assessing attainment of OTM-R objectives at UOC will be developed. Indicator(s): Developing and introducing a system for assessing the attainment of OTM-R objectives at UOC.