

TEMPLATE 3 – OTM-R Checklist

Case number: 2021ES699754

Name Organisation under review: Fundación para la Formación e Investigación Sanitarias de la Región de Murcia. Instituto Murciano de Investigación Biosanitaria (IMIB).

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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)
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	++	http://www.imib.es/portal/hrs4r.jsf

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OTM-R system					
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-	IMIB has a Management Procedures Manual which includes a specific section for the Recruitment of Personnel in which the guidelines to be followed are indicated. Indicators: <ul style="list-style-type: none"> • Management Procedures Manual updated. • Date of latest update
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	There are no specific training programs for OTM-R. Only the Human Resources Personnel are trained in the process. Indicators: <ul style="list-style-type: none"> • Existence of training programs for OTM-R. • Number of training activities organized.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/-	IMIB has an e-recruitment tool accessible from its website. In this application the job offers are published and managed. https://www.imib.es/rrhh/ofertasEmpleo.jsf Indicators: <ul style="list-style-type: none"> • Link to Job portal. • The share of job adverts posted on EURAXESS.

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OTM-R system					
5. Do we have a quality control system for OTM-R in place?	x	x	x	--	There's no quality control system. Indicators: <ul style="list-style-type: none"> • Date of the latest internal audit performed.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	Indicators: <ul style="list-style-type: none"> • Percentage of applicants from outside.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+	The proportion of foreign applicants is low. Indicators: <ul style="list-style-type: none"> • Number of nationalities. • Percentage of foreign applicants.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/-	Indicators: <ul style="list-style-type: none"> • Trend in the share of applicants among underrepresented groups
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+	Indicators: <ul style="list-style-type: none"> • Trend in the share of applicants from outside the organization.

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OTM-R system					
10. Do we have means to monitor whether the most suitable researchers apply?				+/-	<p>The suitability of the candidates is evaluated in each case based on their merits and experience and their adaptation to the characteristics of each specific position.</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Annual revision of OTM-R results.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+	<p>All our job offers are adjusted to the same own template. However, they are rarely published on platforms other than our own website.</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Advertising procedure. • Templates availability. • Number of jobs offers published on the EURAXESS.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+	<p>Links to relevant aspects such as the project, research group, etc. are rarely included.</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Number of elements referenced / linked.

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OTM-R system					
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		--	At present, we are not using the Euraxess portal to advertise our job offers. Indicators: <ul style="list-style-type: none"> Number of jobs offers published on the EURAXESS.
14. Do we make use of other job advertising tools?	x	x		+/-	Occasionally, we use the job portals of other national platforms (Regic, Scientific Societies and Professional Associations). Indicators: <ul style="list-style-type: none"> Number of jobs offers published in other webs or platforms.
15. Do we keep the administrative burden to a minimum for the candidate?	x			+/-	Indicators: <ul style="list-style-type: none"> Average number of commonly requested documents
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	-/+	The composition of the Selection Committee is indicated in the job offer. Indicators: <ul style="list-style-type: none"> Statistics on the composition of committees

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OTM-R system					
17. Do we have clear rules concerning the composition of selection committees?		x	x	-/+	The composition of the Selection Committee is indicated in the job offer. Indicators: <ul style="list-style-type: none"> • Written guidelines
18. Are the committees sufficiently gender-balanced?		x	x	-/+	This depends on the research group. Currently there is no monitoring of the gender balance of the selection committees. Indicators: <ul style="list-style-type: none"> • Number of selection committees gender balanced • % women.
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	-/+	Committee members must be adequately trained to make decisions about the selection process. The selection committee may carry out the tests deemed appropriate, as long as they do not represent any kind of discrimination. The use of different selection techniques is recommended, including a personal interview with the candidates and aptitude tests. Indicators: <ul style="list-style-type: none"> • Written guidelines.

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OTM-R system					
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		+/-	<p>Once a decision regarding a job offer has been reached, the final resolution of the selection process is published on the website.</p> <p>Indicators:</p> <ul style="list-style-type: none"> • % of applicants notified.
21. Do we provide adequate feedback to interviewees?		x		+/-	<p>Once a decision regarding a job offer has been reached, the final resolution of the selection process is published on the website.</p> <p>Indicators:</p> <ul style="list-style-type: none"> • % of candidates informed of the result.
22. Do we have an appropriate complaints mechanism in place?		x		++	<p>Candidates will have 3 calendar days from the day after the publication of the Provisional Resolution to send an e-mail to recursoshumanos@ffis.es if they do not agree with the resolution, explaining the reasons for their disagreement.</p> <p>The Selection Committee will review all discrepancies and will reply to them as soon as possible.</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Number of requests of information received and answered

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OTM-R system					
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				--	At this time there are no specific monitoring mechanisms. Indicators: <ul style="list-style-type: none"> • Assessment of compliance of the Action Plan. • Date of the latest revision of the OTM-R results.