TEMPLATE 3 – OTM-R Checklist

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Name Organisation under review: Universidade de Vigo

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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.

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	**-- *No***	**Indicator**: • OTM-R policy published at https://www.uvigo.gal/en/research/rd-uvigo/research-strategy/personal-research-strategy-hrs4r

					Remarks: Upon having completed this checklist, we have identified several strong points and some weaknesses. We are working on the development of a formal OTM-R Institutional Policy, which will include the requirements covered in these checklist. Our objective, in this respect, is to make the official OTM-R Institutional Policy formally approved by the UVigo Governing Bodies. Until now, there is a very complete norm for recruiting professor (PDI - professors and lecturers with research activity) and https://secretaria.uvigo.gal/uv/web/convocatoria/public/show/268 , both published in regional language. Now a days we are working on the regulations and guide for "Hiring researchers through R&D&I Project Funding"

2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	*-/+ Yes, partially*	**Indicators:**
					- link to web page:
					  OTM-R Guide will be published in
					  https://www.uvigo.gal/en/research/rd-uvigo/research-strategy/personal-research-strategy-hrs4r
					- Date of latest update
					- [ensure that it is sent to all staff]
					
					Remarks:
					For the recruitment of professors and lecturers there are national and regional regulations with clear rules and procedures.
					For the recruitment of researchers there are an internal regulation that has to be updated, developed and implemented.
					Nowadays we are working on the regulations and guide for "Hiring researchers through R&D&I Project Funding"

3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	*-/+ Yes, partially*	**Indicators**: - New training programs for OTM-R - Number of staff following training in OTM-R **Remarks**:

					HR team have to be trained. The first training course on OTMR and HRS4R, 8 hours long have been organized on 7th an 8th may 2019. More than 100 attendees both researchers, and reserchers and Human resources personel responsible of recruiting.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		*-/+ Yes, partially*	**Indicators**: - Web-based tool for (all) the stages in the recruitment process **Remarks**: At UVigo we don't have an integrated e-recruitment tool. Although we electronic sources: e mail, web site where many calls are published https://www.uvigo.gal/en/research/research-activity/human-resourcesmobility, etc. Some research centers have their own web page for job opportunities (ex.: CINBIO http://cinbio.es/en/category/job-opportunities/ , job advertisement available at http://cinbio.es/wp-content/uploads/2019/03/CINBIO-32-33-Postdoc-recruitment-form-Annex-I-II-web_en.pdf) Principal investigators from all research centers and principal investigator from some departments at UVigo publish their job advertisements in EURAXESS.
5. Do we have a quality control system for OTM-R in place?	x	x	x	*-/+ Yes, partially*	**Indicators:** **Remarks:** For the recruitment of professors and lecturers selection criteria and the composition of selection committees are reviewed and controlled, under a highly rights-based claim system, including specific commissions for that. For the recruitment of researchers a previous control of the selection criteria and the composition of selection committees is performed by Human Resources and Research Services before the launch of the call.

					For Hiring researchers through R&D&I Project Funding and through UVigo´s R&D Plan, an internal audit will be conducted by the quality unit.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	*-/+ Yes, partially*	**Indicators:** - Trend in the share of applicants from outside the organisation **Remarks:** For the recruitment of professors and lecturers, there is a high rate of external candidates. Calls are shared and disseminated among all Universities in Spain -advertising in national and regional public means (BOE, DOG)-. Some research centers and every call related with H2020 projects are published in international and Euraxess platforms. For the recruitment of researchers, there is a low rate of external candidates.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	*-/+ Yes, partially*	**Indicators:** - Trend in the share of applicants from abroad. **Remarks:** Applications in Euraxess can be received from many different countries. Some research centers and every call related with H2020 projects are published in international and Euraxess platforms.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	*-/+ Yes, partially*	**Indicators:** - Trend in the share of applicants among underrepresented groups (frequently women) **Remarks:** Advertising for all Positions does not restrict in any way the access of underrepresented groups. There is an especific commitment to attract disable people.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	*-/+ Yes, partially*	**Indicators:** - Trend in the share of applicants from outside the organization. **Remarks:** The working conditions are attractive while the UV offers a research environment with international projection, access to infrastructures,

					etc. As for remuneration, it complies with the law offering salaries above the minimum interprofessional salary. Recently (a few weeks ago) the new "Personal Research Statute" (https://www.boe.es/buscar/doc.php?id=BOE-A-2019-3700) came into force and it will be necessary to revise all the salary forks and adjust the salaries to the new law if necessary.
10. Do we have means to monitor whether the most suitable researchers apply?				*-/+ Yes, partially*	**Indicators:** **Remarks:** Our guidelines for the advertising of positions should be more adapted to promote the publication of the calls in English and in international advertising sites.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		*-/+ Yes, partially*	**Indicators:** **Remarks:** Some research centers have their own web page for job opportunities (ex.: CINBIO http://cinbio.es/en/category/job-opportunities/ , job advertisement available at http://cinbio.es/wp-content/uploads/2019/03/CINBIO-32-33-Postdoc-recruitment-form-Annex-I-II-web_en.pdf) There are EURAXESS templates for some projects A clear guidelines of procedures and practices should be developed
12. 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*	**Indicators:** **Remarks:** Yes, substantially for the recruitment of professors and lecturers. Although more elements should be included in the job advertisements for the recruitment of researchers. The new regulation for the recruitment of researchers should include this.

					Clear guidelines for this should be included in the Code of Good Practice for Research.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		*-/+ Yes, partially*	**Indicators:** - The share of job adverts posted on EURAXESS; - Trend in the share of applicants recruited from outside the organisation/abroad **Remarks:** Positions funded by H2020 are published in EURAXESS Jobs. Some research centers always publish in Euraxess (e.g. CINBIO)
14. Do we make use of other job advertising tools?	x	x		*+/-Yes, substantially*	**Indicators:** **Remarks:** Internal e-tool for advertising are: - national and regional public means for advertising (BOE, DOG) for professors and lecturers - our own web site https://www.uvigo.gal/investigar/actividade-investigadora/recursos-humanosmobilidade - internal e-mail - research centers http://cinbio.es/en/category/job-opportunities/ - Euraxess
15. Do we keep the administrative burden to a minimum for the candidate?	x			*-/+ Yes, partially*	**Indicators:** **Remarks:** In order to reduce the administrative burden for the candidates, a clear guide of procedures and practices should be produced. In some cases, some supporting documents are only requested at the time of signing the contract.
Selection and evaluation phase					

16. Do we have clear rules governing the appointment of selection committees?		x	x	*+/-Yes, substantially*	**Indicators:** - Statistics on the composition of panels **Remarks:** There are rules on the appointment of selection committees both for the recruitment of professors and lectures and for the recruitment of researchers. Each advertising includes specifications about the process and the selection Committee composition according to current regulations. The appointment is always public and the process is clearly regulated. It haven't been implemented in all cases of recruitment of researchers within research projects.
17. Do we have clear rules concerning the composition of selection committees?		x	x	*+/-Yes, substantially*	**Indicators:** - Written guidelines **Remarks:** Clear rules for the recruitment of professors and lecturers. Concerning the recruitment of researchers External experts or inter-sectorial members are not included. It does not apply in all cases of recruitment of researchers within research projects.
18. Are the committees sufficiently gender-balanced?		x	x	*+/-Yes, substantially*	**Indicators:** **Remarks:** Rules about gender equality and non-discrimination govern our University. The composition of the committees is not always gender-balanced. It does not apply in all cases of recruitment of researchers within research projects.
19. Do we have clear guidelines for selection committees which help to judge 'merit' in a way			x	*+/-Yes, substantially*	**Indicators:** - Written guidelines **Remarks:** Clear guidelines for the recruitment of professors and lecturers.

that leads to the best candidate being selected?					For the recruitment of researchers, guidelines should be developed. It does not apply in all cases of recruitment of researchers within research projects.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		*+/-Yes, substantially*	**Indicators:** **Remarks:** For the recruitment of professors and lecturers all candidates are informed. For the recruitment of researchers information is not given individually. It does not apply in all cases of recruitment of researchers within research projects.
21. Do we provide adequate feedback to interviewees?		x		*+/-Yes, substantially*	**Indicators:** **Remarks:** For the recruitment of professors and lecturers all candidates are informed and they are given a report on their results and the results of all candidates, guarantying their access to all the information of the selection file anytime. For the recruitment of researchers, an individual report on the evaluation results is not given to each candidate.
22. Do we have an appropriate complaints mechanism in place?		x		*+/-Yes, substantially*	**Indicators:** - Statistics on complaints **Remarks:** Regulations clearly establish the complaint mechanisms for professors, lecturers and researchers. In the case of recruitment of researchers within research projects does not exist a internal regulation.
Overall assessment					

| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? | | | | *-/+ Yes, partially* | HR team have started to work to implement & standardize the OTM-R guidelines however we have some delay on the initial programming |