[Doc3] OTM-R Checklist

Case number:	2018ES328092
Name Organisation under review:	Universitat de Girona (UdG) http://www.udg.edu
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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.

Universitat de Girona

OTM-R checklist for organisations					
	Open	Transparent	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	--	A working group has been created to review the recruitment system and to design the new OTM-R policy applicable to all job vacancies offered by the Universitat de Girona. This runs parallel with the analysis of the skills and competences of the research career path at the UdG as an integral component of the implementation of the EU C&C. The UdG website will contain an overview of the OTM-R guiding principles and a comprehensive document stating our OTM-R policy. Indicator(s): • Web link to the published OTM-R policy document in Catalan, Spanish and English • Date of latest update of mentioned document
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ *++ for the recruitment of professors and lecturers* *-/+ for the recruitment of other researcher's positions*	All internal rules, guidelines and procedures with their respective provisions are available on the UdG website: https://www.udg.edu/ca/coneix/Treballa-a-la-UdG/Personal-Docent-i-Investigador/Legislacio The same content can be accessed directly in each job announcement. Indicator(s): • A published guideline for each research position including an outline of the processes and procedures related to pre-advertising, advertising, pre-interview, interview and appointment • Date of latest update of each published guideline
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	Specific informative sessions are being conducted about EURAXESS and OTM-R procedures with key actors. The use of the OTM-R guide/policy will be promoted throughout the institution in training programmes. Indicator(s): • Existence of specific training programmes in OTM-R for:

					1) Management board members: Vice-Rector for Research and Knowledge Transfer, Vice-Rector of Staff, Head of the Human Resources Service and Head of the Office for Research and Knowledge Transfer 2) Members of selection boards 3) Administrative staff involved in recruitment processes • Share of staff in OTM-R following training programmes
4. Do we make (sufficient) use of e-recruitment tools?	x	x		-/+	The use of e-recruitment tools will be implemented. Indicator(s): • Web-based tool for (all) the stages of the recruitment process implemented on the website (https://www.udg.edu) and on the electronic bulletin board (E-Office) of UdG (https://seu.udg.edu/) • Deployment of e-tools for authenticity certification in application forms • Share of e-recruitment processes
5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+	Compliance with current legislation and internal rules and protocols ensures that recruitment processes are open, transparent and merit-based. The UdG will implement a quality control system for OTM-R. Indicator(s): • A specific quality control system for the OTM-R system implemented at the UdG • Regular audit of recruitment-related administrative procedures and protocols.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+	Job offers are accessible and transparent for internal and external applicants. The most important path for accessing permanent positions at the UdG is the Serra Hunter Programme of the Catalan government promoting candidate applications from abroad. Indicator(s): • Ratio of external candidates in each recruitment process • Ratio of external applicants appointed to the position
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+	The UdG will encourage the publication of vacancies in EURAXESS in addition to the website 'Treballa a la UdG' and the 'Seu electrònica'. Indicator(s): • Ratio of published recruitment positions in English. • Ratio of published recruitment positions in EURAXESS • Ratio of published recruitment positions in international advertising tools
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/-	No data related to age, gender, ethnicity or any other aspect that may directly or indirectly discriminate is considered in the recruitment processes. The UdG has an active policy to attract underrepresented groups. Recommendations for achieving gender balance are included in the Equality Plan and will be further developed in the new OTM-R policy. Indicator(s):

					• Ratio of applicants of underrepresented groups in each recruitment process • Ratio of underrepresented group candidates appointed to the position
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	**Indicator(s):** • Satisfaction index
10. Do we have means to monitor whether the most suitable researchers apply?				--	Professionals selected to join the institution are always chosen because their profile corresponds to the profile required to perform the tasks or responsibilities of the vacancy. No professional whose capacities do not match up to those listed in the profile of vacant positions is ever recruited. **Indicator(s):** • Number of applicants per position • Unfulfilled open positions rate
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+	All announcements are available on the '*Seu electrònica*' of UdG and on the web page '*Treballa a la UdG*'. Open positions in research projects will be published on EURAXESS. The procedures for advertising positions will be reviewed. **Indicator(s):** • Written guidelines and templates for advertising the positions • Share of open positions with advertising in our website • Share of pen positions with advertising in 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		+/-	Our templates include all elements: recruitment unit, job title specifications, starting date, selection criteria, professional experience distinguishing between required and desirable, contract status, duration and application procedure. UdG announcements of open positions include references/links to most of the contents foreseen in the OTM-R toolkit in its employment advertisement. **Indicator(s):** • Number of elements required by the toolkit included, referenced and linked to in the templates
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		--	**Indicator(s):** • Number of vacancies advertised in EURAXESS
14. Do we make use of other job advertising tools?	x	x		-/+	The jobs are announced on the University's E-office (https://seu.udg.edu/) and on the UdG website (http://www.udg.edu) and other advertising platforms. **Indicator(s):** • Number of advertising tools used • Share of positions advertised using different tools
15. Do we keep the administrative burden to a minimum for the candidate?	x			+/-	The administrative procedures will be reduced and kept to a minimum.

				Indicator(s): • Number of administrative (non-academic) documents requested of the candidates in each type of recruitment • Number of calls in which originals can be replaced by copies in the first phases of the process
Selection and evaluation phase				
16. Do we have clear rules governing the appointment of selection committees?	x	x	++	Indicator(s): • Audit of the procedures to assure that rules for the appointment of the selection committees are clearly established • Written procedures/guidelines
17. Do we have clear rules concerning the composition of selection committees?	x	x	++	Indicator(s): • Audit of the procedures to assure that clear rules on the composition of the selection committees are detailed • Written procedures/guidelines
18. Are the committees sufficiently gender-balanced?	x	x	+/-	Indicator(s): • Ratio of women in the selection committees • Ratio of women chairing selection committees
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	+/-	The internal regulations provide the appropriate merits valued in each type of research recruitment. Only for permanent positions within the Serra Hunter Programme are there straightforward guidelines. The HR department is working on various templates and instructions for advertising in Catalan, Spanish and English for distinct roles. Indicator(s): • Written guidelines for each type of research recruitment
Appointment phase				
20. Do we inform all applicants at the end of the selection process?	x		++	Indicator(s): • Share of applicants informed at the end of the selection process
21. Do we provide adequate feedback to interviewees?	x		+/-	The feedback given to the interviewees will be reviewed and fully implemented for all type of recruitments. Indicator(s): • Audit of the procedures for each call to assure that adequate feedback is given • Written guidelines to define the adequate content of the feedback to interviewees
22. Do we have an appropriate complaints mechanism in place?	X		++	In the recruitment process, the appropriate mechanisms to allow candidates to address their complaints will be clearly established. Indicator(s):

					• Audit of the procedures for each call to assure that the proper mechanism to address complaints is established • Share of complaints
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				--	A system for evaluating if the OTM-R delivers on its goals will be created and implemented. **Indicator(s):** • Implementation of an evaluation system for assessing the achievement of the OTM-R objectives at the Universitat de Girona