

## Open, Transparent and Merit-based Recruitment Check-list<sup>1</sup>

### OTM-R checklist for organisations

	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) Actions
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-/+ Yes, <i>partially</i>	There is a preliminary OTM-R policy Indicator Publication of the OTM-R policy on the website Action 7 OTM-R Policy
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-- No	Indicators OTM-R policy approval by the Consello Rector Publication of the OTM-R policy on the website Action 7 OTM-R Policy
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes, <i>partially</i>	Not specifically in OTM-R. Management staff is trained in recruitment processes as well as the affiliate researchers that participate at the selection committees. One workshop organised by year Number of R3 and R4 trained in OTM-R Action 8 OTM-R Training

<sup>1</sup> <http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies>

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4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/+ Yes <i>completely</i>	100% of job offers are published on the website in Galician, Spanish and English, as well as in Euraxess.
5. Do we have a quality control system for OTM-R in place?	x	x	x	-- No	It will be implemented when the OTM-R policy was approved Indicators OTM-R policy approval by the Consello Rector Publication of the OTM-R policy on the website Action 7 OTM-R Policy
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-Yes, <i>partially</i>	Indicator Trend in the share of applicants from outside the organization Action 7 OTM-R Policy
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-Yes, <i>partially</i>	Indicator Number of researchers coming from abroad Action 7 OTM-R Policy
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes, <i>completely</i>	Job offers include the following: General criterion of the selection process: that under equivalent conditions of suitability (equal merits) between two or more candidates, the person of the least represented sex in the type of position offered will access the position. Indicator Trend in the share of applicants from underrepresented groups

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					Action 6 Review of selection processes according to the Equality Plan and OTM-R principles
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+ Yes, partially	There is little scope for action in terms of remuneration, the attraction lies in the working conditions (teleworking, training activities, research environment, etc.). The development of the career plan will give more visibility to these conditions. Indicator Results of work climate survey Trend of the share of applicants from outside the organisation  Action 2 Career plan for the own research staff Action 3 CITMAga Career plan (for all the staff) Action 18 Work climate survey
10. Do we have means to monitor whether the most suitable researchers apply?	x	x	x	--No	Currently there are no mechanisms to measure whether the most suitable candidates apply. The only proxy measures are the criteria for affiliate and the selection criteria at job offers.
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes <i>completely</i>	There is no need for these guidelines since Management is in charge of Euraxess advertising

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					100% of job offers are published 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		++ Yes completely	100% of job offers are published in Euraxess
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	100% of job offers are published in Euraxess
14. Do we make use of other job advertising tools?	x	x		++ Yes, completely	100% of job offers are published on <b>Citmaga's</b> website
15. Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes, completely	Candidates provide only information related to valuable merits, original documentation is only required in case of selection, ... Indicator Share of complaints for recruiting and selections processes
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees		x	x	+/-Yes, <i>partially</i>	It is defined in internal rules. OTM-R policy will include these rules. Indicators OTM-R policy approval by the Consello Rector Publication of the OTM-R policy on the website Action 7 OTM-R Policy
17. Do we have clear rules concerning the composition of selection committees?		x	x	+/-Yes, <i>partially</i>	It is defined in internal rules. OTM-R policy will include these rules. Indicators

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18. Are the committees sufficiently gender-balanced?		x	x	++ <i>Yes, completely</i>	It is defined in internal rules. OTM-R policy will include these rules. Indicators OTM-R policy approval by the Consello Rector Publication of the OTM-R policy on the website Action 7 OTM-R Policy
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, <i>partially</i>	We provide evaluation templates but not guidelines. Indicators OTM-R policy approval by the Consello Rector Publication of the OTM-R policy on the website
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		++ <i>Yes, completely</i>	100% of candidates are informed of the result of the processes
21. Do we provide adequate feedback to interviewees?		x		-/+ <i>Yes, partially</i>	% of processes in which interviewees are given feedback
22. Do we have an appropriate complaints mechanism in place?		x		++ <i>Yes, completely</i>	There is a channel for complaints, suggestions, claims and congratulations: <a href="https://citmaga.gal/en/contacto-para-felicitaci%C3%B3ns-queixas-reclamaci%C3%B3ns-e-%C2%A0suxerencias">https://citmaga.gal/en/contacto-para-felicitaci%C3%B3ns-queixas-reclamaci%C3%B3ns-e-%C2%A0suxerencias</a>

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<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	It will be implemented when the OTM-R policy was approved Action 7 OTM-R Policy Indicators OTM-R policy approval by the Consello Rector Publication of the OTM-R policy on the website