



Open, Transparent and Merit-based Recruitment of Researchers (OTM-R System) - checklist

	Open	Transparent	Merit-based	Compliance of KU procedures with OTM-R: Yes, <i>completely</i> Yes, <i>substantially</i> Yes, <i>partially</i> No	Suggested indicators (or form of measurement)
OTM-R system - general provisions					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	<i>Yes, partially</i>	Existence of a published OTM-R policy. Will be published in I Q 2019.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	<i>Yes, partially</i>	Existence of an internal guide. Will be published in I Q 2019.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	<i>No</i>	Existence of training programmes for OTM-R Number of staff following training in OTM-R
4. Do we make (sufficient) use of e-recruitment tools?	x	x		<i>Yes, partially</i>	Web-based tool for (all) stages in the recruitment process Will be implemented as part of the new (planned for 2019-2020) ERP system
5. Do we have a quality control system for OTM-R in place?	x	x	x	<i>Yes, substantially</i>	Protocols from the recruitment commissions
6. Does our current OTM-R policy encourage external candidates to apply?	x	x		<i>Yes, completely</i>	Retaining the high share of external applicants from January 2017 to October 2018

					78% of all applicants were from outside the organization.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes, <i>completely</i> Yes, <i>completely</i>	Retaining the high share of applicants from abroad from January 2017 to October 2018 58% of all applicants were from abroad
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes, <i>completely</i>	Retaining the high share of applicants among underrepresented groups (frequently women) from January 2017 to October 2018 28% of all applicants were women, comparable with the gender ratio for the whole population of researchers within our disciplines (physics, engineering).
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes, <i>partially</i>	Trend in the share of applicants from outside the organisation Although the opinion based on the survey is positive: 79% of respondents rated it positively, there is need for improvement
10. Do we have means to monitor whether the most suitable researchers apply?				Yes, <i>substantially</i>	The only measurement is to compare the competence profile required for the vacancy with the actual profiles of the applicants. The procedure will be supplemented by checking/reporting this kind of comparison.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes, <i>partially</i>	Existence of guidelines and templates. A template already exists (recruitment form on the Intranet) but it requires an English version and to be better aligned with detailed OTM-R requirements. Guidelines will be prepared.

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 ¹]	x	x		<i>Yes, partially</i>	<p>Checklist of the elements of the OTM-R toolkit</p> <p>Many of them are included, but the existing job advert form needs to be adjusted to the needs of individual departments.</p>
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<i>Yes, substantially</i>	<p>The share of job adverts posted on EURAXESS</p> <p>Trend in the share of applicants recruited from outside the organisation/abroad</p> <p>From October 2018 all recruitment advertisements for scientific positions are published on Euraxess</p>
14. Do we make use of other job advertising tools?	x	x		<i>Yes, substantially</i>	<p>Checklist of the job advert tools used</p> <p>We do use some social media tools</p>
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b) ⁴⁵]	x			<i>Yes, partially</i>	<p>Existence of written information for candidates in English and Polish.</p> <p>Entry procedures</p>
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	<i>Yes, substantially</i>	<p>Statistics on the composition of panels</p> <p>There is an internal policy linking the composition of panels with OTM-R standards. Selection panels in most cases meet the required rules, although they need to form part of the published guidelines.</p>
17. Do we have clear rules concerning the composition of selection committees?		x	x	<i>Yes, substantially</i>	<p>Written guidelines</p> <p>To be developed and published (see above)</p>
18. Are the committees sufficiently gender-balanced?		x	x	<i>Yes, completely</i>	<p>Protocols from the recruitment commissions</p> <p>Statistics of the data concerning the</p>

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

					recruitment process confirm this
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	<i>Yes, partially</i>	Written guidelines To be developed and published
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		<i>Yes, substantially</i>	Written guidelines To be developed
21. Do we provide adequate feedback to interviewees?		x		<i>Yes, substantially</i>	Written guidelines
22. Do we have an appropriate complaints mechanism in place?		x		<i>Yes, partially</i>	Statistics on complaints There are two different complaints mechanisms (anti-mobbing; appeals from evaluation decisions), but there is no procedure for complaints/appeals concerning the recruitment process. To be improved/unified
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				<i>No</i>	Monitoring procedure during implementation of the OTM-R policy To be developed